WITS Training Manual

Clinical Training

Prepared for:
State of Idaho Provider Training

Prepared by:
FEI.com
November 10, 2008

FEI.com, Inc. behavioral health technology > *moving forward*

Topics

1. General WITS Tips
2. Accessing WITS
3. Client Search and Profile
4. Intake and the Episode of Care
5. Performing a GAIN in WITS
6. Consents and Referrals
7. Final Notes

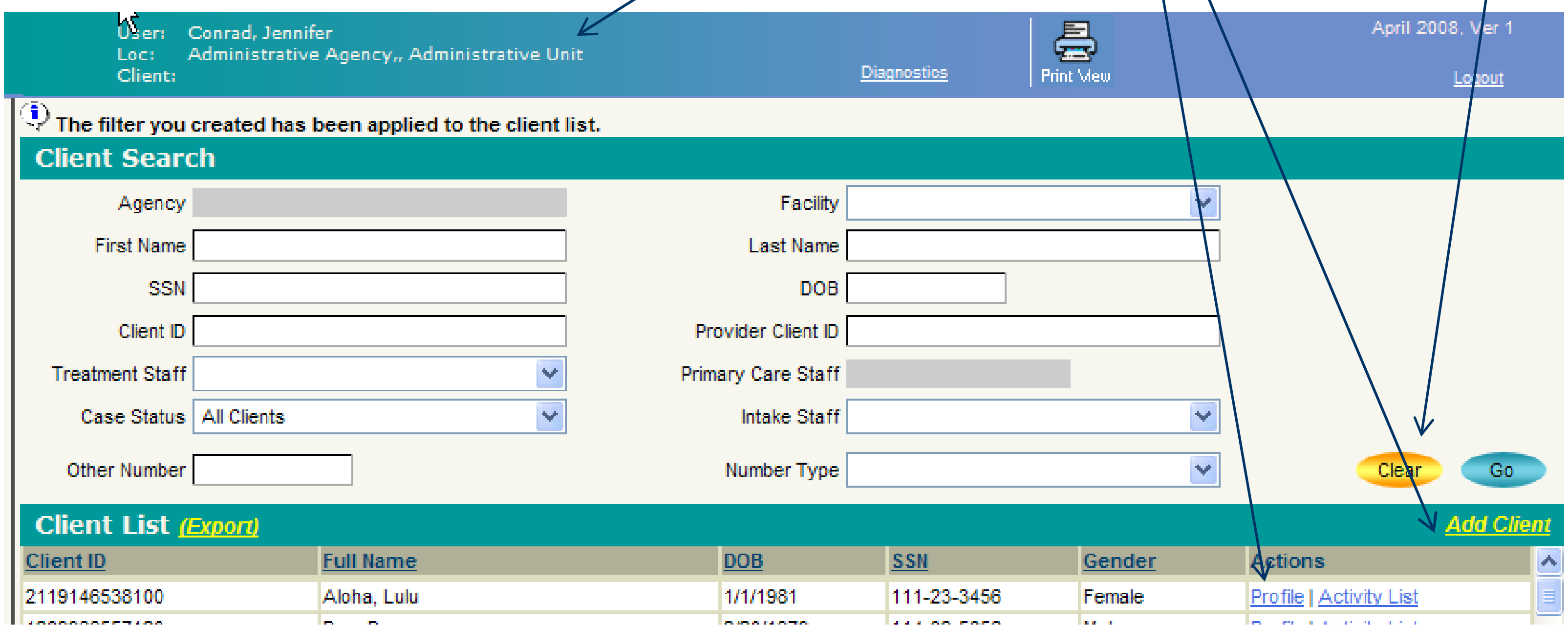
General WITS Tips

1. **Context Bar:** This area of the WITS screen gives you a constant reference to the user, agency, facility, and selected client.

2. **Navigation Buttons:** WITS has a number of standard navigation buttons, usually found in the lower right portion of the screen. These are:
   - **Cancel:** Quit the screen without saving.
   - **Go:** Initiate a search or selection.
   - **Save:** Save information and remain on current page.
   - **Finish:** Save information and return to previous page.
   - **Next**/**Previous:** Takes you to next or previous screen in a particular section.

3. **Action Items:** When clicked, these allow you to perform a function or administrative action. These typically allow you to create or add a record, view a previous activity, or in some cases delete an item. Actions are always underlined.

4. In WITS, required fields are indicated in bright yellow. Fields that are not required to save the record, but are required to complete the record, are light yellow. White fields are not required; gray fields are read only.

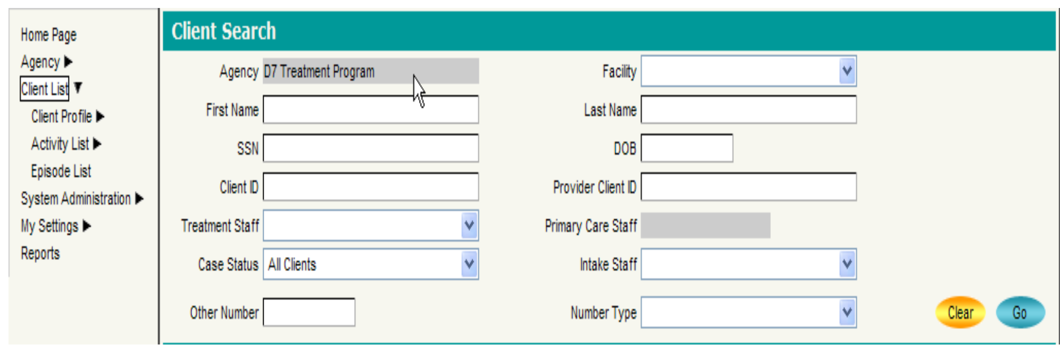


General WITS Tips

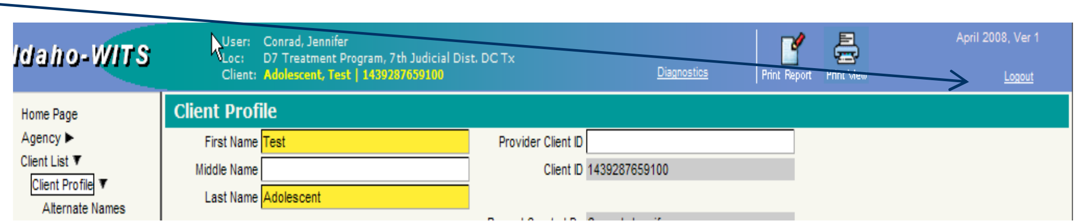
5. Left Hand Menu: You are able to access any area of WITS open to you by clicking on the left hand menu. On some menu items, an arrow indicates that sub-menus are available.

6. Searching: On any search screen, WITS allows you to search for all acceptable records without inputting any criteria. Or, you can narrow your search by inputting known items. Enter the items and click **Go** to begin the search.

Note: You can perform a wild card search to broaden your search. For instance, if you want all individuals with a last name beginning with Sm, enter Sm* in the last name field.



7. When you are finished with WITS, you must log out using the log out button in the upper right hand corner. If you do not, you will not be able to access WITS from a different computer without having your login reset by the WITS Administrator.



General WITS Tips

8. Textbox: Text boxes are designed to allow the user to enter data in manually. Some text fields have specific formats which must be used:

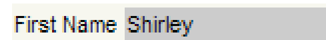
    - DOB/Date: mm/dd/yy
    - SSN: nnn-nn-nnnn
    - Phone Number: nnn-nnn-nnnn

9. Scrolling textbox: Scrolling text boxes are used to capture notes and descriptions. A scrolling text box allows the user to enter at least 500 characters. Some have no character limits. An example of a scrolling text box is a Comment field.

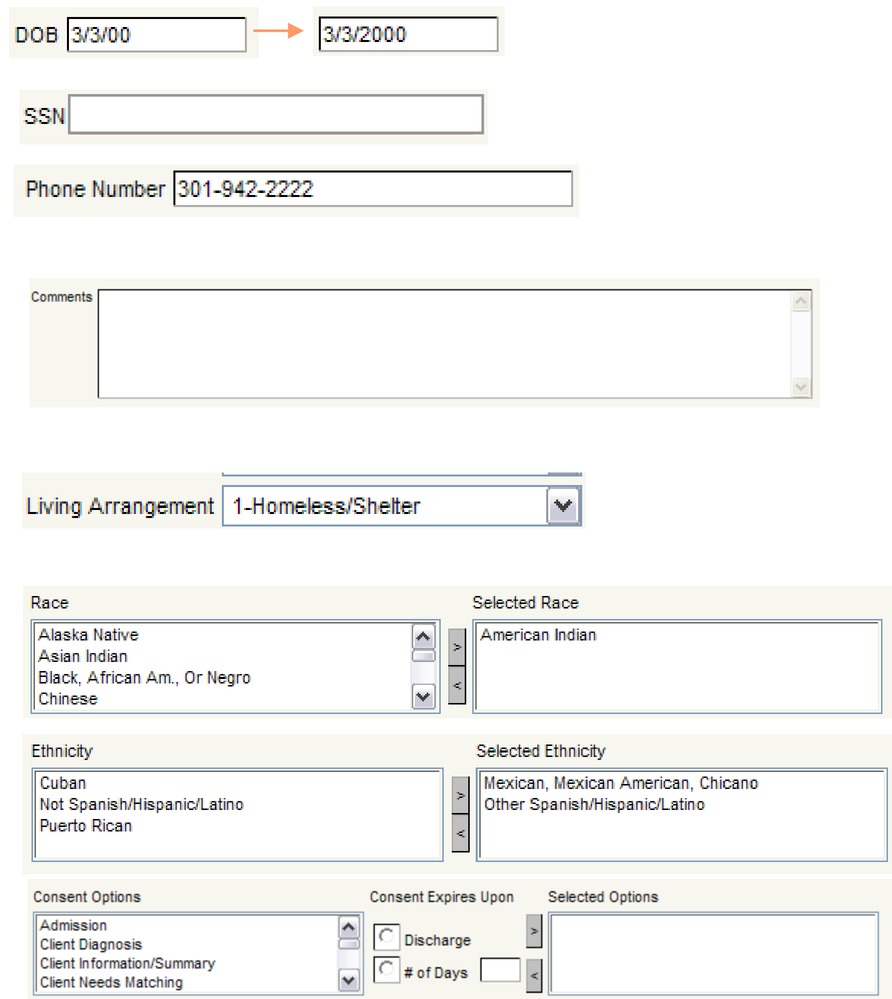
10. Drop-down box: A drop-down box is used when only one entry may be selected from a list of values.

11. Mover Box: A mover box is used when more than one entry may be selected from a list of values. Some may scroll.

12. Mover Box with Radio Buttons: The user selects an option with a single left click. Before selecting the mover arrow, they must select an option, using the radio buttons located between the boxes. In this example, if the user selects # of days, they click the Radio Button, and put the number of days in the textbox using the keyboard. The user then moves the options to the select box using the upper arrow adjacent to the Selected box.



Note: When a field is read-only, it is grayed-out.



Using Your Browser to Access WITS

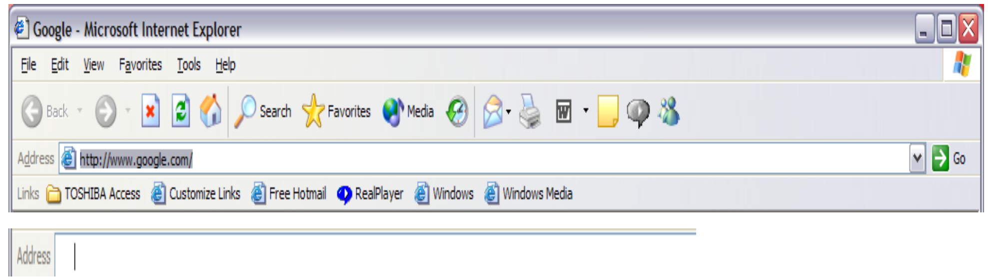
1. **Browser:** WITS requires Internet Explorer 6.0 and higher. To access WITS, backspace over the address in the address line, and type the following URL in the Address Line of your browser, and hit the enter key.

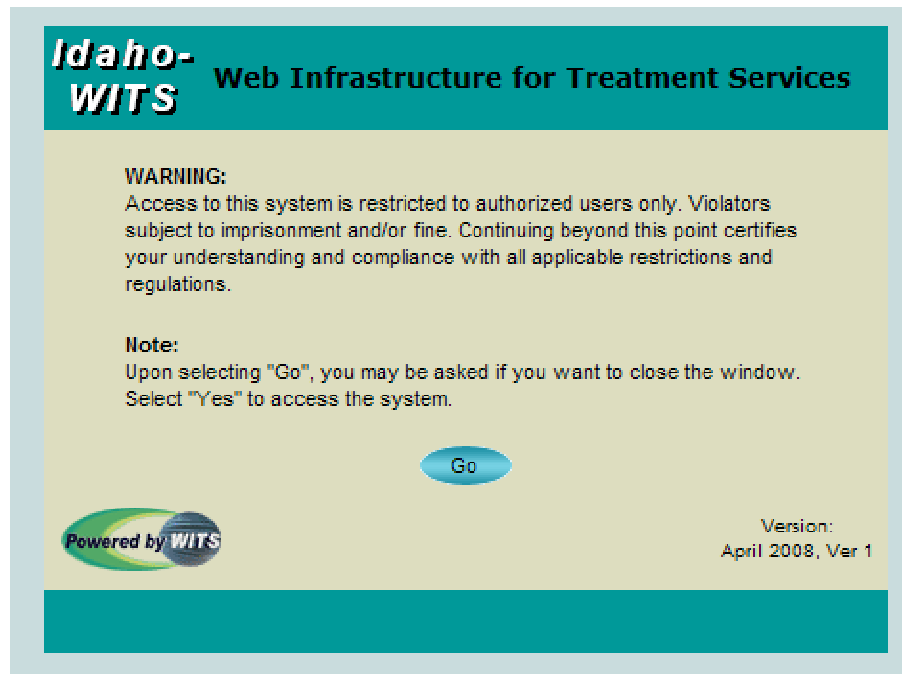
   TRAINING: http://idaho-training.witsweb.org

2. Make sure you have pop ups turned OFF.

3. **Warning Message Box:** You will be warned that you must be authorized to use the site. Click **Go** if you are authorized. (If you have a User ID and a Password, you are authorized to enter WITS.)

NOTE: Once you are assigned a login to the production site, where you will enter live client information, you will have a different URL. That will be: ***http://idaho.witsweb.org***





Identity Management

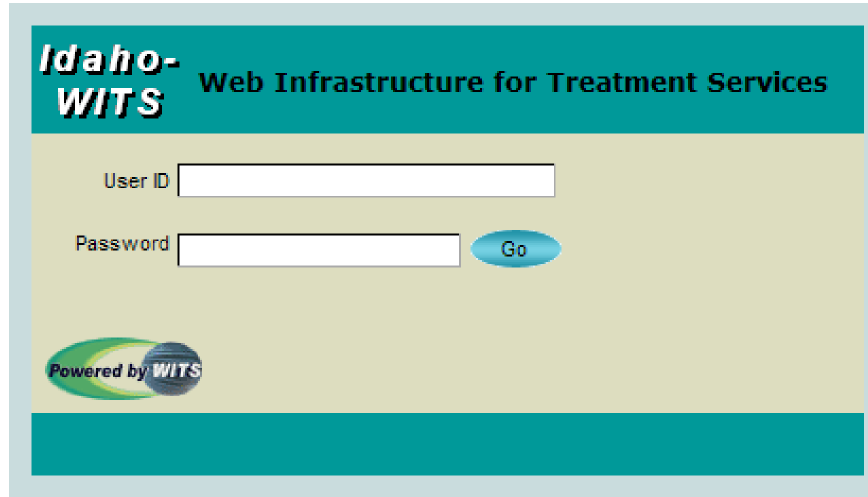
1. You will receive a system generated email with the following information: Log in name (User ID), initial password and initial pin.

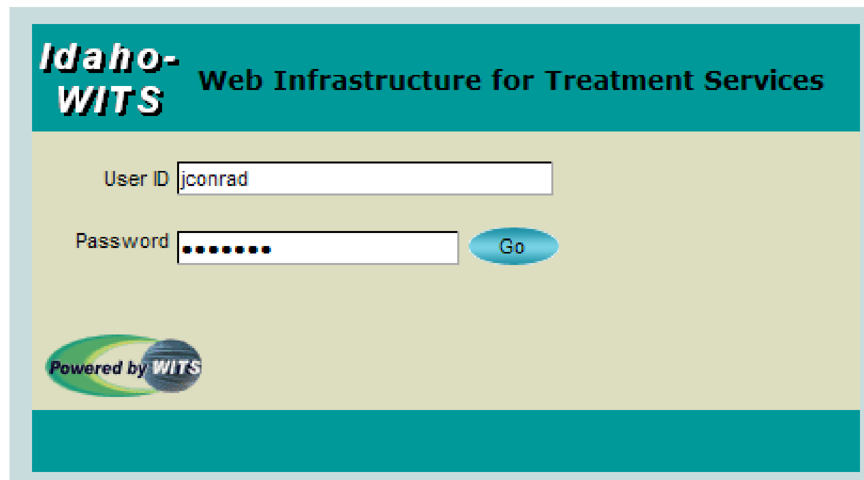
2. **User ID**: WITS requires each user to enter their ID. The user ID may follow a convention such as the first letter of the first name, and the last name, or it may be random. You should have received an ID from your WITS Administrator. If you have not received your **User ID**, contact your WITS Administrator. After entering your User ID, hit tab to enter your password or mouse click inside the **Password** box.

   Note: Your **User ID** will never change.

3. **Password:** To manage your identity, a password has been assigned to you. As you type it in, you will see small circles for each character to maintain the security. After entering your password, click **Go**.

   Note: When you log in for the first time and periodically thereafter you will be prompted to change your password. Change it to something you will remember and that someone else could not easily guess.

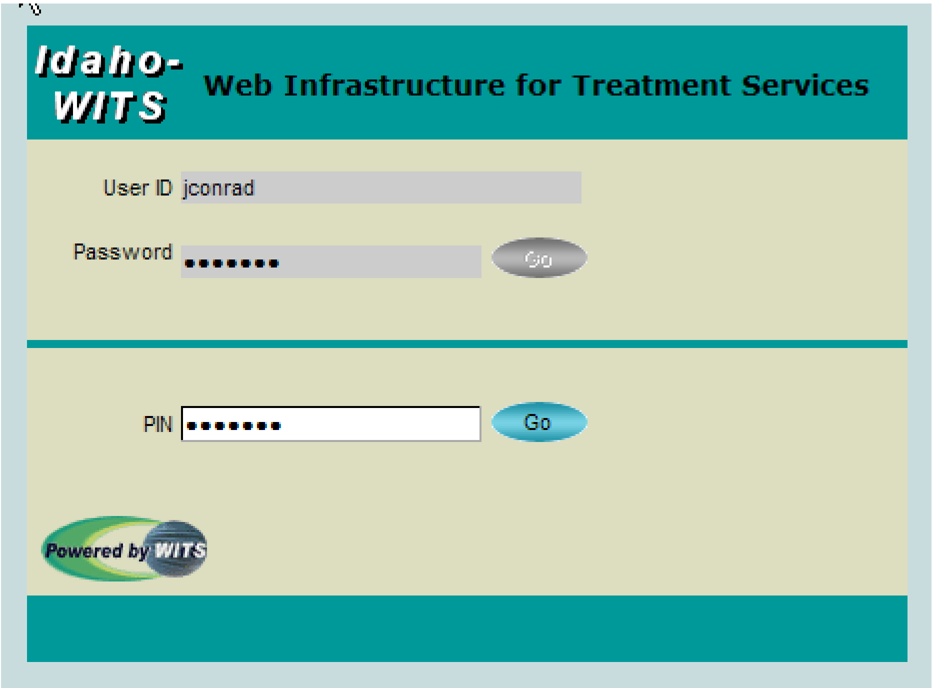




Identity Management

4. **PIN:** After clicking on **Go** next to the password, you will be asked for your PIN. To manage your identity, a Personal Identification Number (PIN) has been assigned to you. It will be lengthy and will not appear to follow any convention. This is to prohibit someone from being able to guess your PIN, and access the system as you. After entering your PIN, click **Go**.

   Note: When you log in for the first time and periodically thereafter you will be prompted to change your pin. Change it to something you will remember and that someone else could not easily guess.

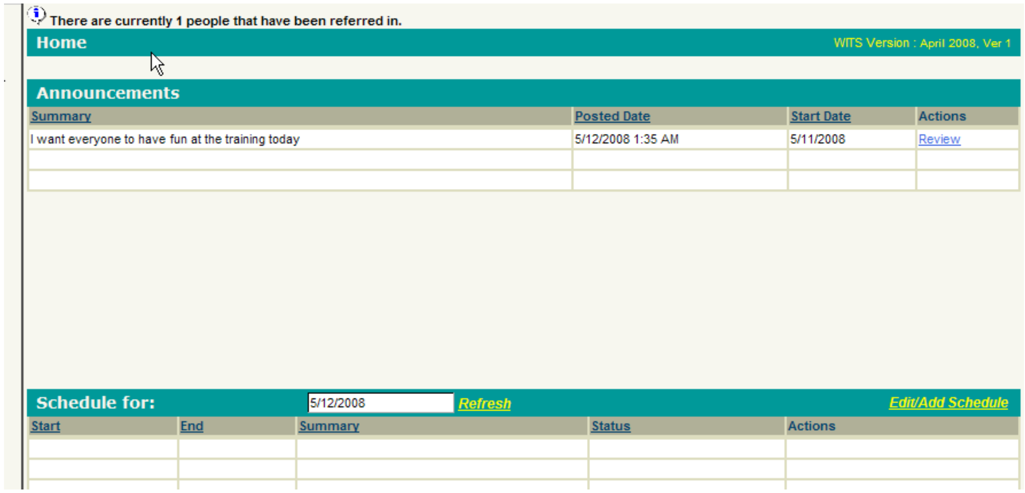


Home Page

1. Your Home Page will tell you how many clients have been referred to your agency.

2. You will see any announcements for your agency.

3. You can set up a schedule for yourself and edit it.



Agency and Facility Setting

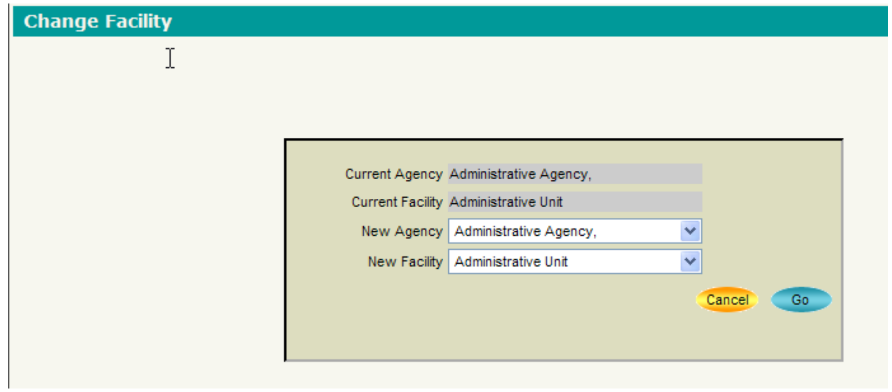
1. Once you have successfully logged into WITS, you'll be directed to the "Change Facility" screen. Most users will be associated with one **Agency,** but may be associated with many **Facilities.**

2. Use the drop down boxes to choose the Facility you wish to be working in. The drop down includes only those facilities to which you have been given access. Everything you do (with a client record will be within the limits of this facility that you select. The exception is the client search – because clients are within the higher context of an agency. Once you have selected your Agency, click **Go.**

   Note: If you have access to one facility only then this screen will not appear. You will go immediately to the **Home Page**.

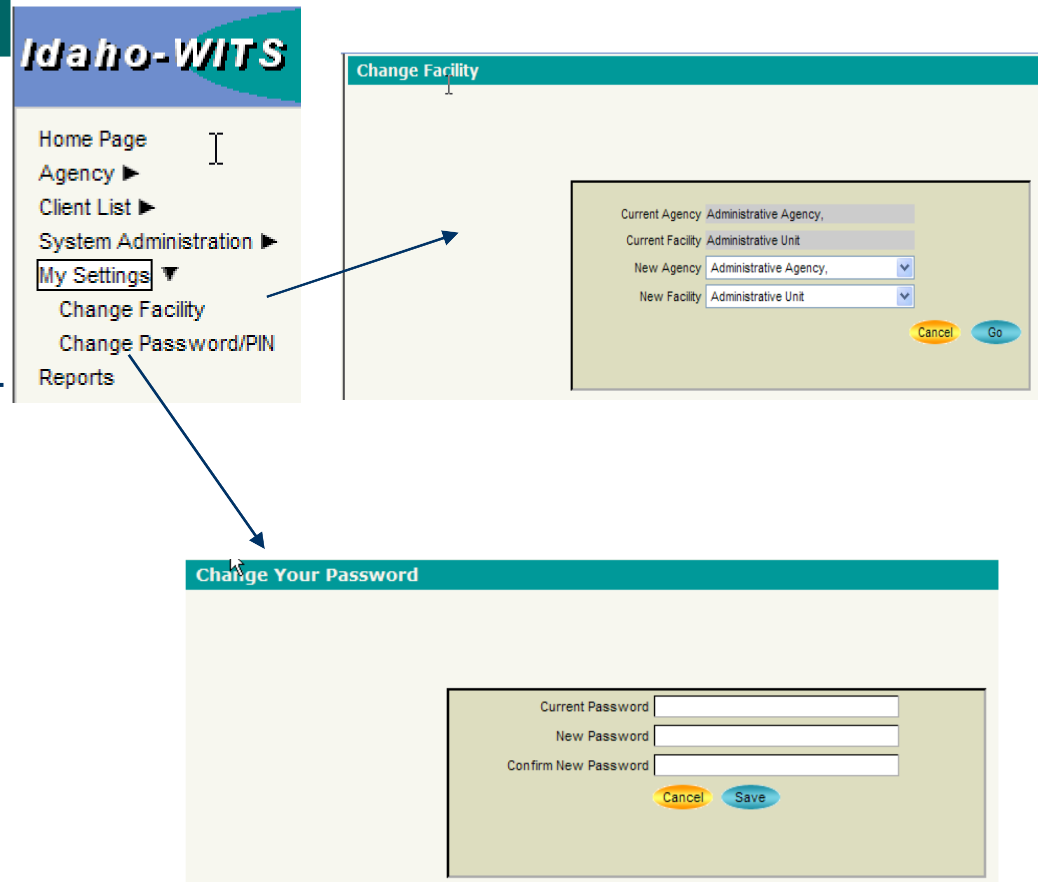
   Note: You may use **Cancel** and go to the menu on the left. However, you will not be able to access any client records until you have picked a context.

3. At the top of your screen, you will now be able to view your **Context**. Context defines the boundaries within which you can work within this session. It always shows the logged in user, the Agency and Facility, and, once a client has been chosen, the client.



Changing Password and Context

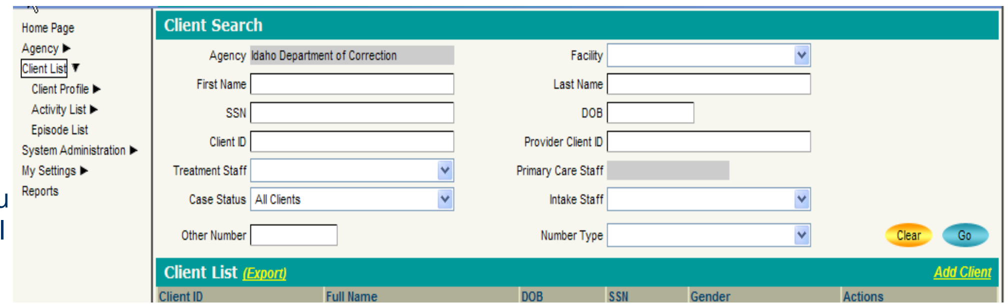
1. Go to **My Settings.** You will see menu options that will allow you to make changes to your context **Agency** (if you have access to more than one agency), **Facility** (again, if you have access to more than one), **Password, and PIN.**



Client Search and Profile

Overview: All information within WITS is eventually tied to a client and an intake. Each client is owned by an Agency; individuals outside of your agency do not have access to your clients unless you specifically consent and refer within WITS.

1. From the Agency Home Page, click on Client List in the left-hand menu.

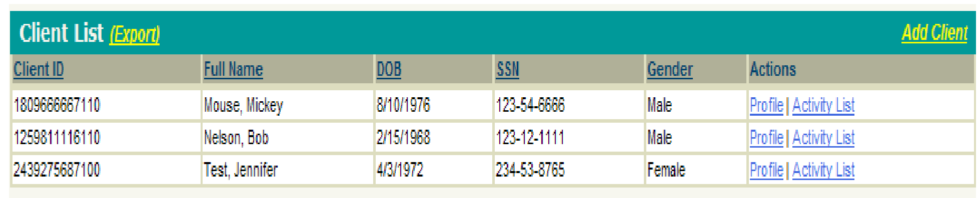


2. Before entering a new client in the system, you should always search for an existing record. Using the Client Search screen, enter any fields you wish to use in your search. The more information you enter, the narrower you make the search. After you enter your search criteria, click **Go**. The system will return any records that match your search criteria.

   Note: You can perform a wild card search to broaden your search.

   For instance, if you want all individuals with a last name beginning with Sm, enter Sm* in the last name field.
   You can also use a "wild" search on dates:
   01/01/2000 : 12/31/2000 – returns any record with a date in the year 2000.

   Note: You can search for the client by a known "Alternate Name" or alias.



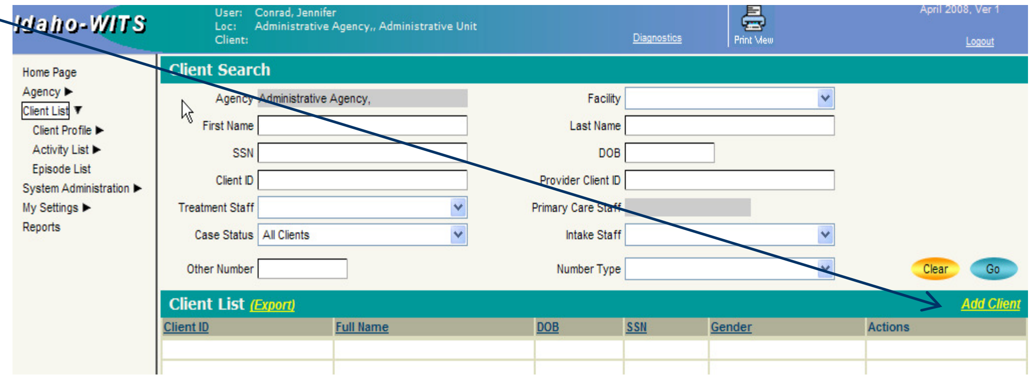
Client List (Export) Add Client

Client ID	Full Name	DOB	SSN	Gender	Actions
1809666667110	Mouse, Mickey	8/10/1976	123-54-6666	Male	Profile | Activity List
1259811116110	Nelson, Bob	2/15/1968	123-12-1111	Male	Profile | Activity List
2439275687100	Test, Jennifer	4/3/1972	234-53-8765	Female	Profile | Activity List

3. If you find the client, click on Profile or Activity List to view. If you do not find the client, you will need to create a new one.

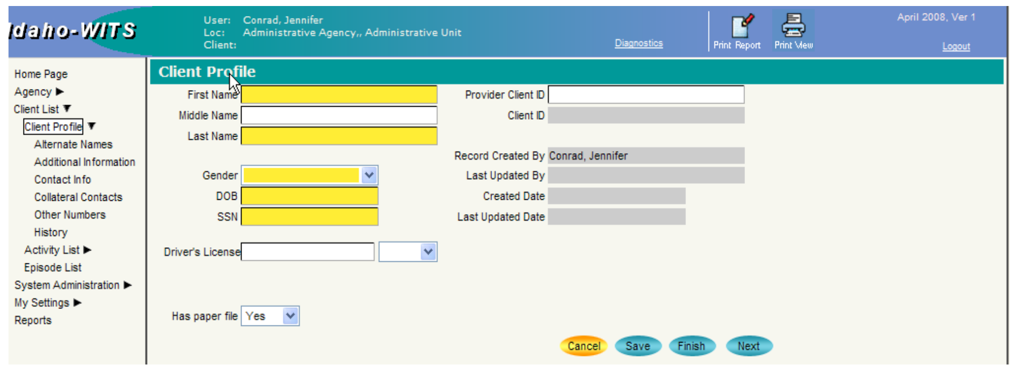
Client Search and Profile

4. If you don’t find the client, click on **Add Client** to add a new client.



5. Enter all information in the Client Profile. Make sure that information is entered accurately, as it will affect future searches for the client in WITS and in GAIN ABS.

   Note: The Gender, DOB and SSN fields are particularly important, as they feed into the system-generated Client ID field. Once the Client ID has been created by WITS, it cannot be changed.

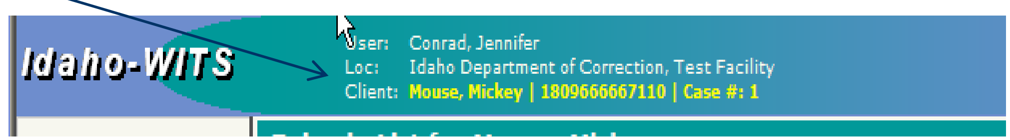


6. You do not need to enter additional information; however, if the individual is under 16 you will be required to enter at least one collateral contact.

7. Once you have entered all information, click **Finish** or **Save**.

   Note: It is really important to get the client’s social security number up front. However, if this is impossible, the system will accept “000-00-0000” as a dummy SSN. This is the only SSN you may enter more than once.

8. Once you choose or create a client, you will see the client’s name appear in the Context area of your WITS navigation bar.



Other Client Information

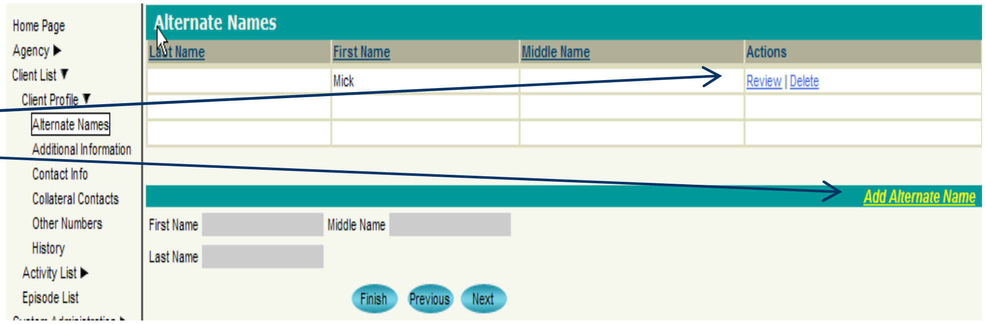
The other Client Information Pages can be used to capture additional information about clients as follows:

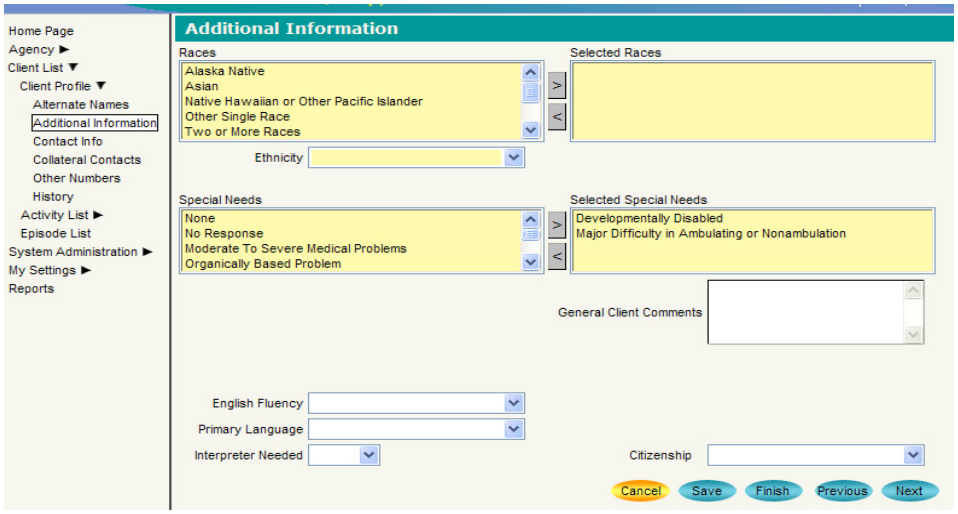
1. Alternate Names: Known Aliases used by the client. Information entered can be viewed in the list, and either reviewed or deleted. You can add an Alternate Name by clicking on **Add Alternate Name**. Enter desired information, then select **Finish or Next.**

   Note: If you enter a client alias or alternate name, you will be able to search for the client at a later time using this name.

2. Additional Information: Race, ethnicity, special needs, general comments and language information. Enter desired information, then select **Save, Finish, or Next.**

   Note: To close the intake at discharge, you must have all “light yellow” fields complete on the Client Profile, and your client must have at least one address.



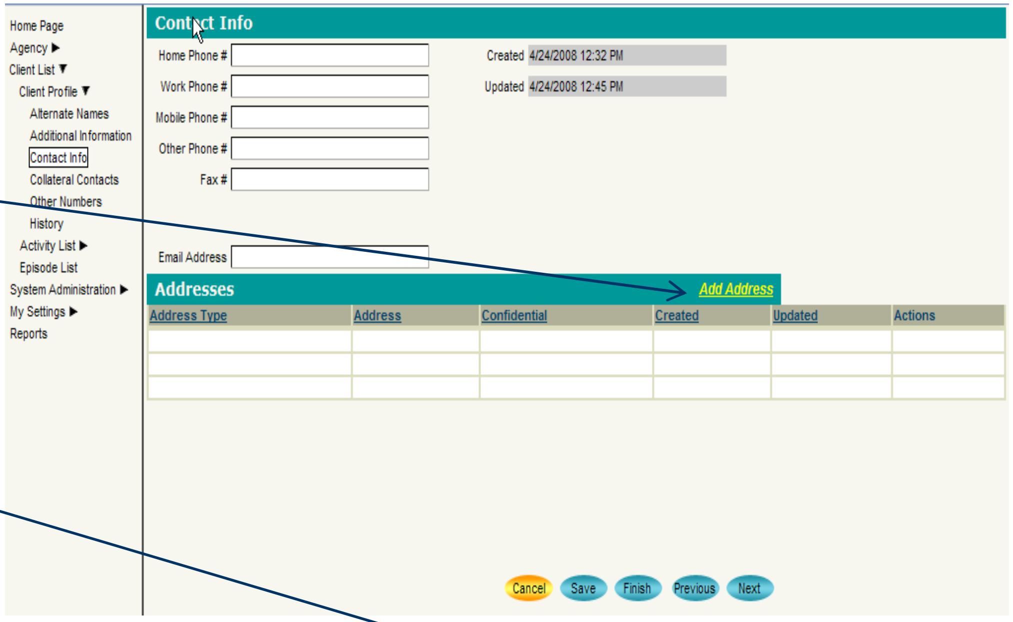


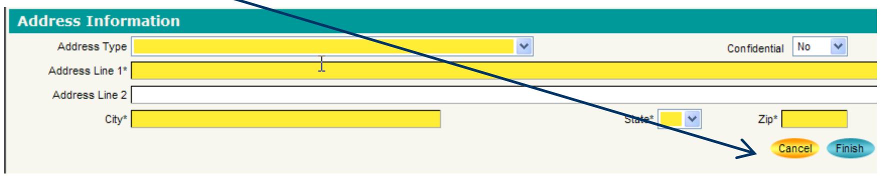
Other Client Information

3. Contact Info: Captures Name and Address Information. Enter any phone numbers or an email address, then select **Save, Finish, or Next.** If you want to add an address, click **Add Address**.

   Note: You do not have to input an address to save the record, but you must add the address to have a completed client profile. You must complete the client profile before you can close the intake at time of discharge.

4. Add desired address information and then click **Finish.**



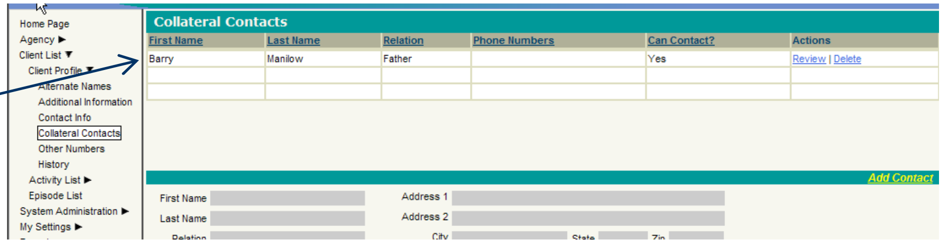


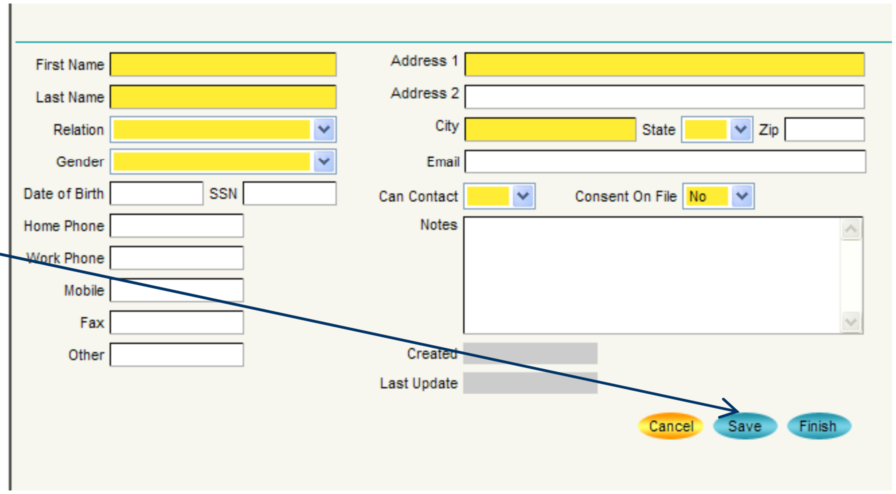
Other Client Info

5. Collateral Contacts: Any contacts that might be useful to the client's treatment. Can include school, judicial, family, etc., as well as the ability to indicate consent to contact.

   All existing Collateral Contacts will appear in the list area.
   You can review or delete an existing Collateral Contact.
   To add a new contact click the **Add Contact** hyperlink.
   Enter relevant information, and click **Save or Finish.**

   Note: If the client is under 16 at the time of entry, you must enter at least one collateral contact to save the record.





Other Client Info

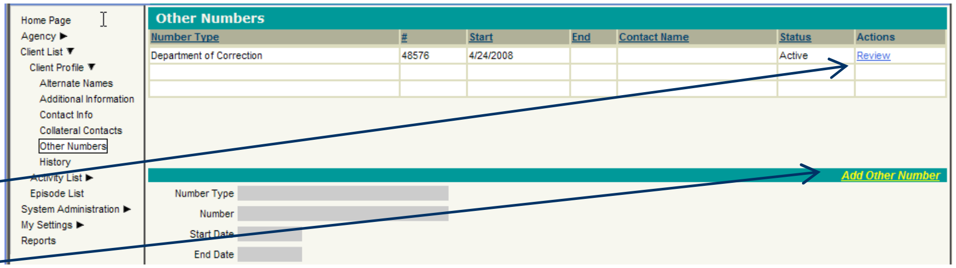
6. Other Numbers: A way to record numbers, such as case numbers, IDOC numbers, etc. for the client (these are searchable items on the client search page).

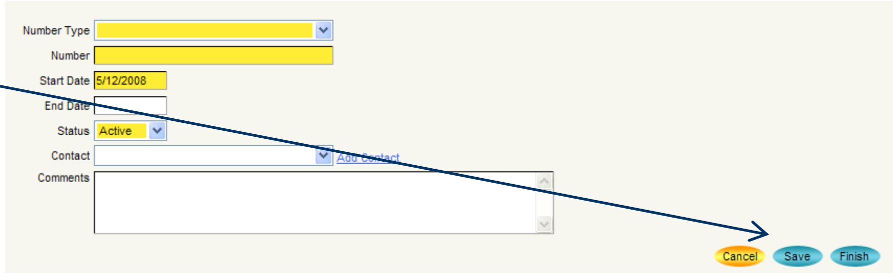
   You can **Review** existing other numbers.

   Or you can add other numbers by clicking the **Add Other Number** action button.

   After entering information, click **Save or Finish.**

   Note: You cannot delete Other Numbers once they have been used; however, you can enter an end date and inactivate them for future use in the system.

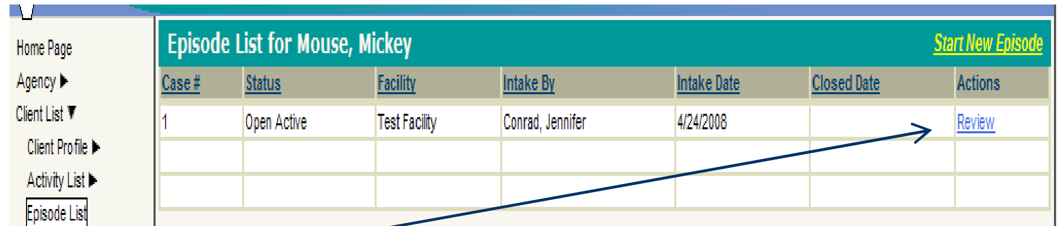




Creating an Episode of Care

In WITS, all activities are based upon an active episode of care, which is started by an intake. A client may have more than one active episode of care, but these must be in different FACILITIES.

You must do an intake to perform any client activities in the system.

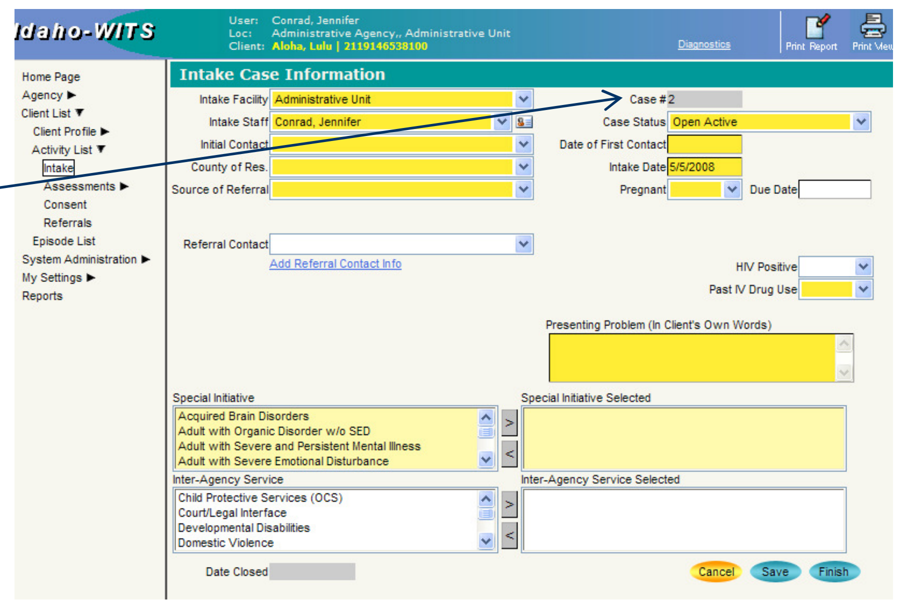


1. You can view any episode, whether open or closed, by clicking on the Client's Episode List in the left hand menu, then choosing to review the Episode.

2. If you want to start a new Episode of Care, click on **Start New Episode**.

3. You can also get to a new Intake screen by selecting Intake under the Activity List in the left hand menu.

   Note: You cannot start a new episode in the same facility if the existing episode's status is Open Active.



4. Enter all required information for the Intake. The system will pre-fill some information for you, and will keep track of the case number (intake number).

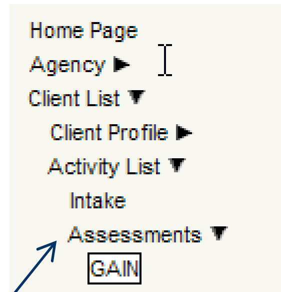
5. Click on **Save or Finish**.

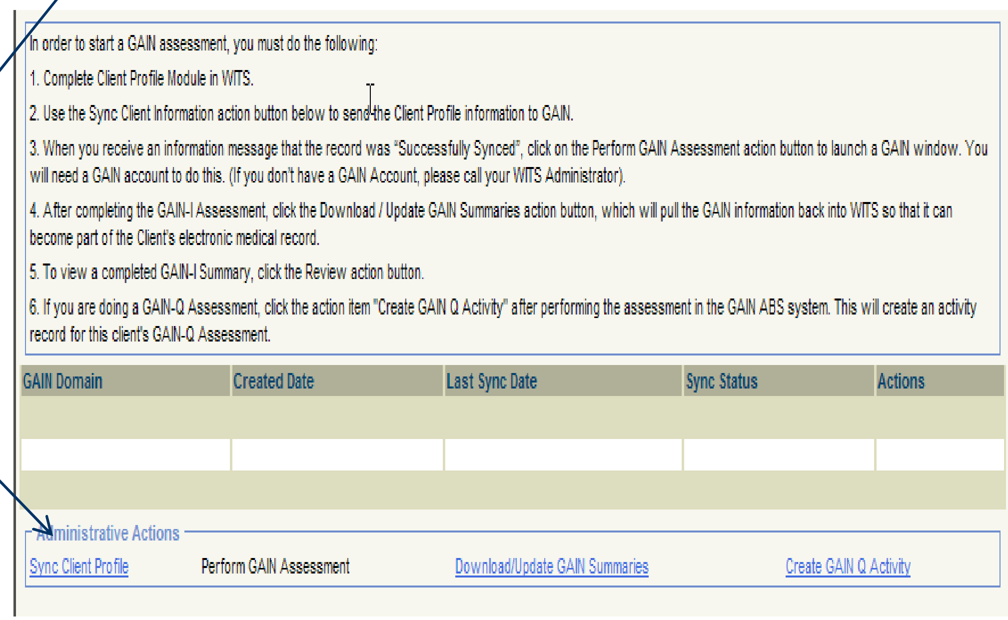
Creating the Client in GAIN ABS

You must have a GAIN Agency ID number (which must be entered by the Agency Administrator in the Agency Profile screen), and your own GAIN-ABS login and password to complete a GAIN assessment.

1. Access the GAIN Administration Screen from the Client Activity menu; click Assessments and then on GAIN.

2. You must first create the client in the GAIN ABS system. Click on **Sync Client Profile**. This creates the client in the GAIN ABS system and will enable the **Perform GAIN Assessment** link.



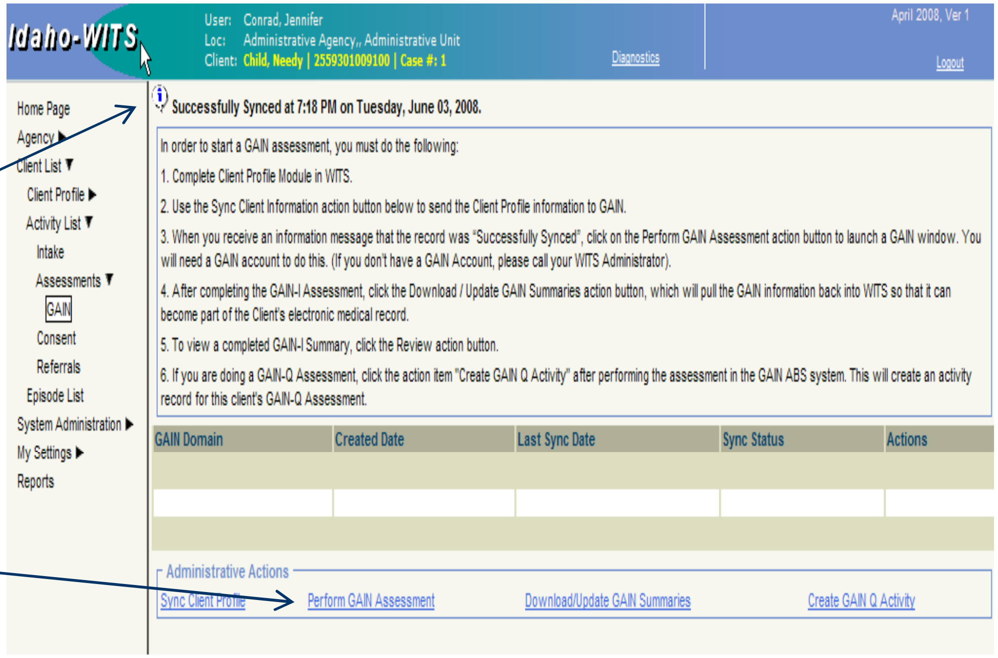


Creating the Client in GAIN ABS (cont)

3. The system will give you a message at the top of the screen, telling you the sync was successful.

4. A successful client sync enables the **Perform GAIN Assessment** button.

5. Click on **Perform GAIN Assessment**. This will open the GAIN-ABS window right on your screen, without closing WITS.



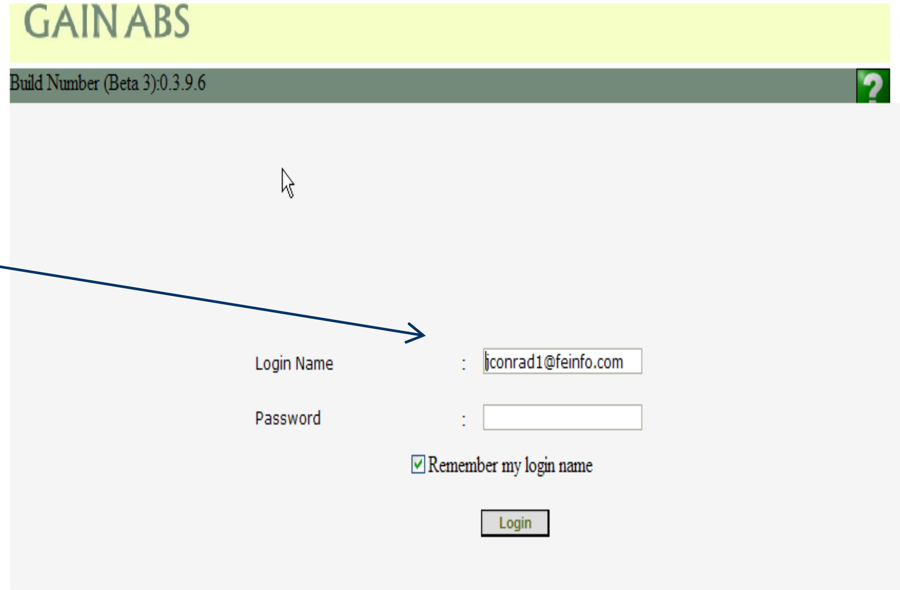
Assessments: GAIN

Performing the GAIN

1. Enter your login information, including login name and password.

   Note: These are different from your WITS user name and password.

2. Hit Login.



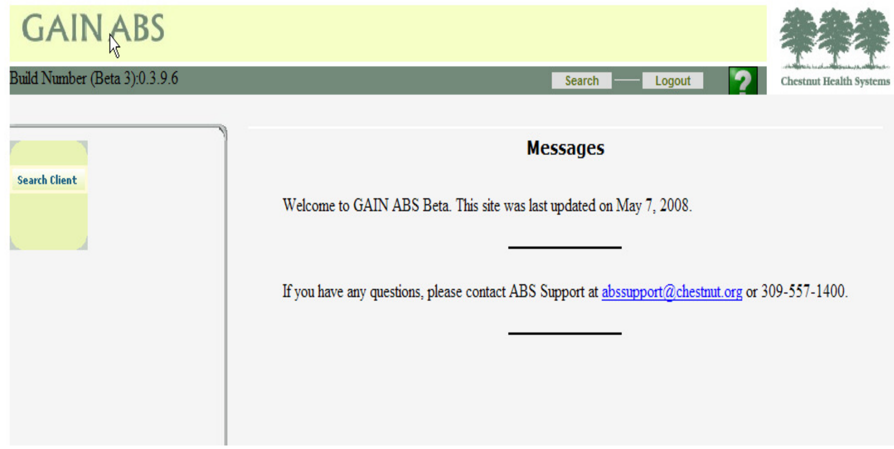
NOTE: If you encounter any problems with the GAIN ABS website, please contact abssupport@chestnut.org or 309-451-7700 for assistance. Your WITS Administrator cannot help you with GAIN ABS issues.

Online GAIN training: http://training.gainabs.org/

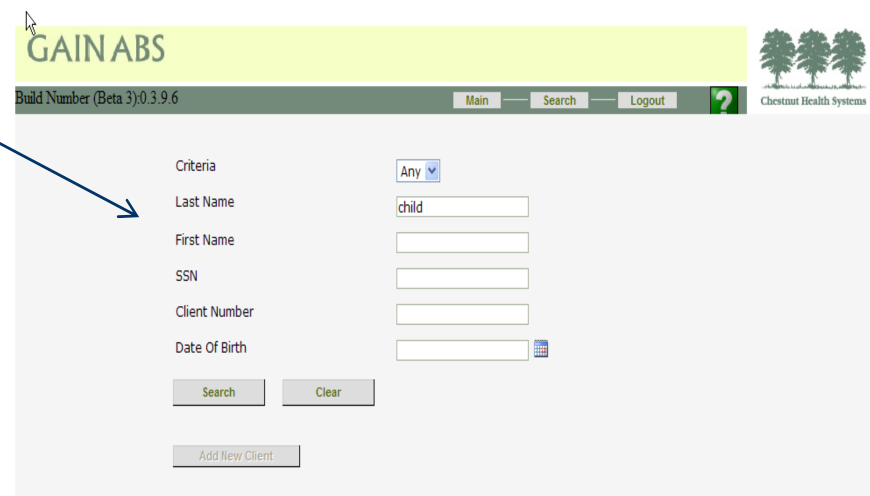
Assessments: GAIN

Performing the GAIN (2)

3. Click on "Search Client".



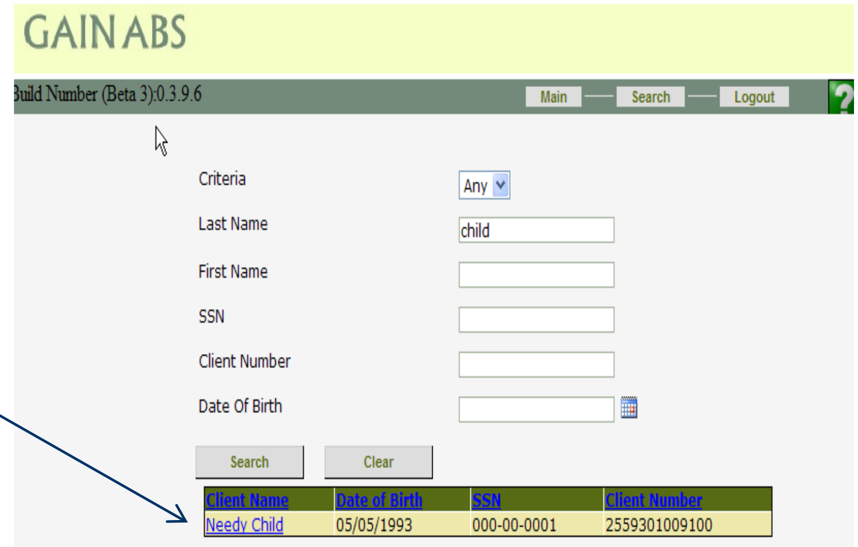
4. Find your client using the search client function.



Assessments: GAIN

Performing the GAIN (3)

5. Click on the client's name to select. Note: Your search may return more than one client.



6. Click on the Client record button.

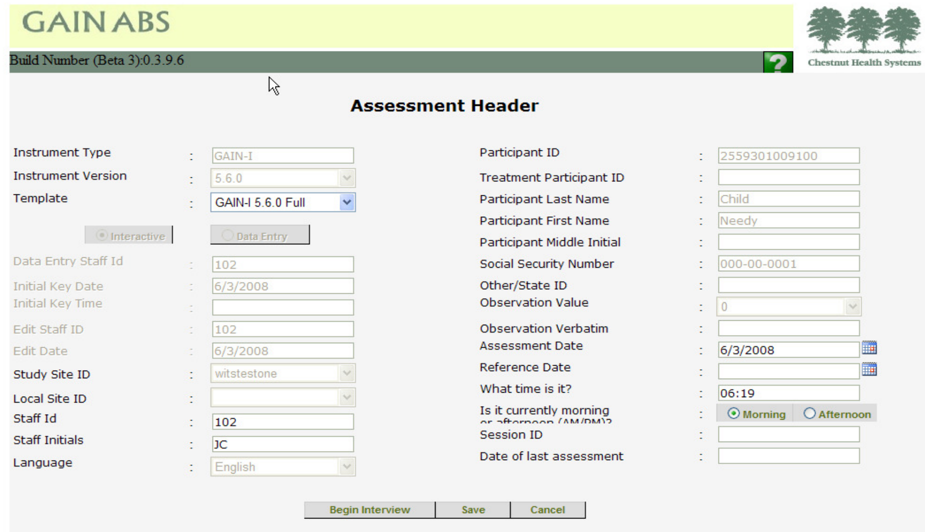
7. Note that the Treatment Episode button is now green and the menu changes. Click on it the Episode button to select the Episode.

8. Click on the GAIN I or GAIN Q instrument.

Assessments: GAIN

Performing the GAIN (4)

9. Begin the Assessment.



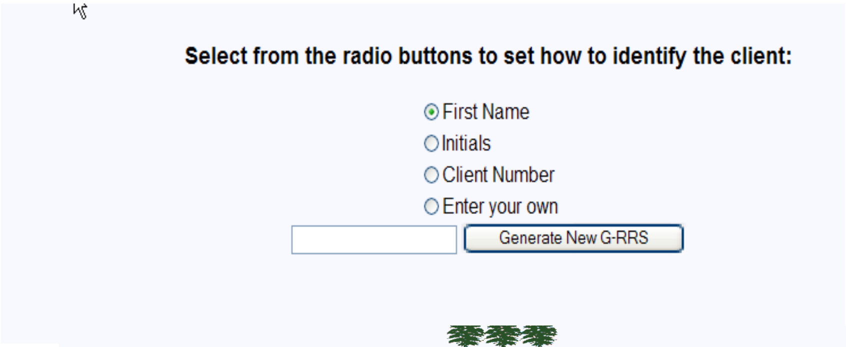
10. **FOR THE GAIN-I:** Once you complete the GAIN Assessment, you must generate the GRRS.

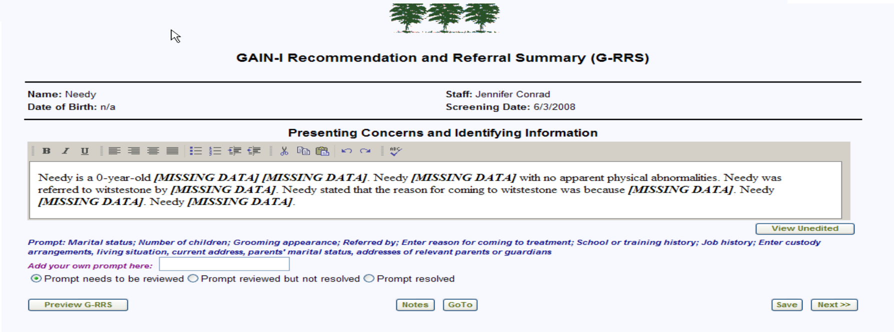
11. **FOR THE GAIN-Q:** You **do not** need to generate a report.

Assessments: GAIN

Performing the GAIN (5)

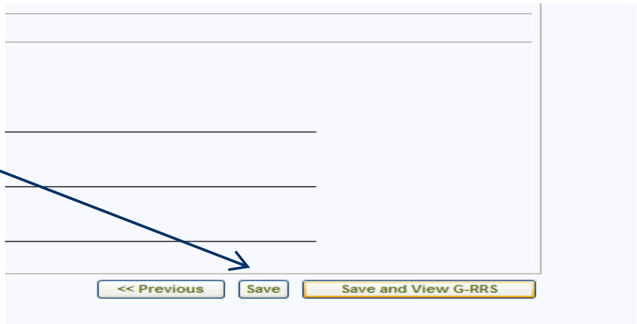
11. **GAIN-I only:** Follow the steps to generate the GRRS.





12. If you did a GAIN-I, make sure you save your GRRS.

13. Once you complete the GAIN Assessment and your activities in GAIN ABS, you can log out and close the browser for GAIN ABS.

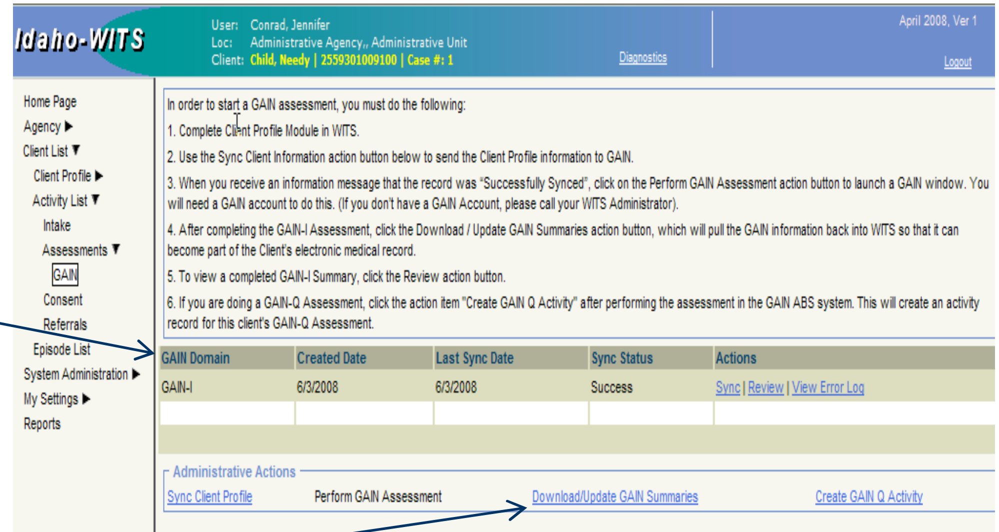


REMEMBER: If you encounter any problems with the GAIN ABS website, please contact abssupport@chestnut.org or 309-451-7700 for assistance. Your WITS Administrator cannot help you with GAIN ABS issues. Online GAIN training: http://training.gainabs.org/.

Assessments: GAIN

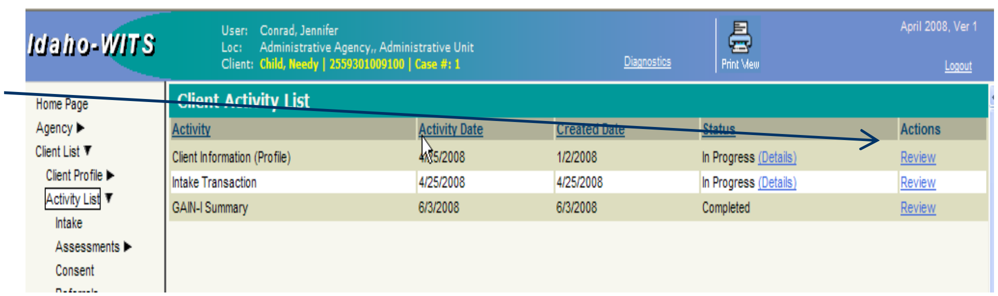
Recording GAIN Activities in WITS: GAIN-I

1. Any GAIN-I's previously synced will appear in the GAIN Domain portion of the screen.



2. If you have performed a GAIN-I, you must download the GRRS summary from GAIN-ABS. Click on **Download/Update GAIN Summaries** to download a new GRRS, or to update the GRRS for the current client. You will get a confirmation message for a successful download.

3. Once you complete a GAIN-I and download the summary, you will be able to view it from the Client Activity List Screen. Clicking "Review" will take you to the GAIN screen, where you should click "Review" ***while holding your control key***. This will bring up a copy of the client's GRRS in WITS.



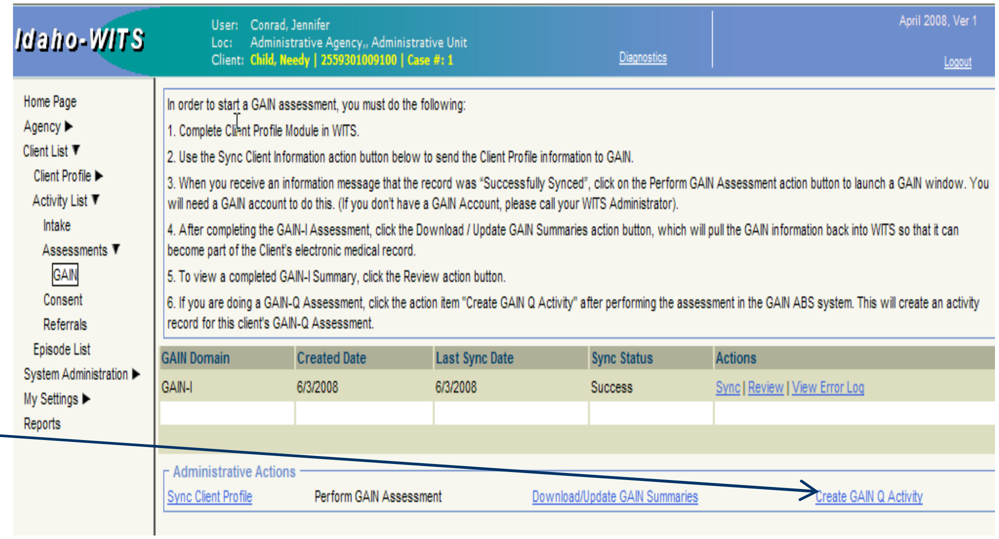
Note: The GAIN-I is now a consentable object.

Note: If you need to make changes to the GRRS, they must be made in GAIN-ABS, then you must Download/Update a new Summary. WITS only stores the latest copy of the GRRS.

Assessments: GAIN

Recording GAIN Activities in WITS: GAIN-Q

If you have performed a GAIN-Q, you must create a GAIN-Q activity in WITS once you complete the assessment on GAIN-ABS.

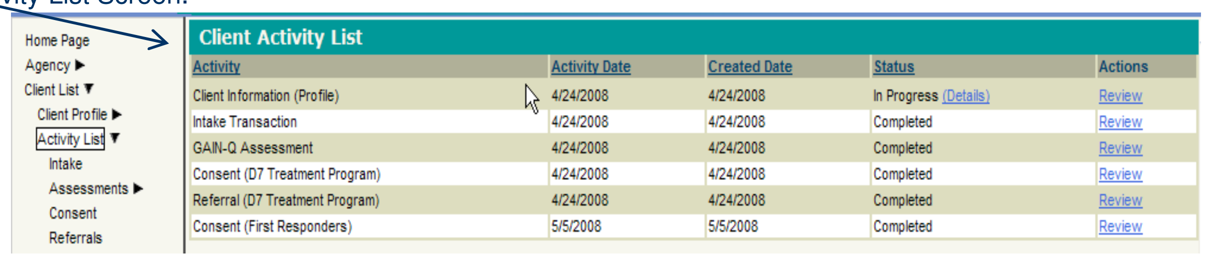


1. Click on **<u>Create GAIN-Q Activity</u>** to create an activity record for this client and to record the activity as complete in WITS.

2. You will be asked if you are sure you want to create a GAIN-Q activity. Click **Yes**.

3. Once you complete a GAIN activity and record it in WITS, you will be able to view the activity and its date from the Client Activity List Screen.

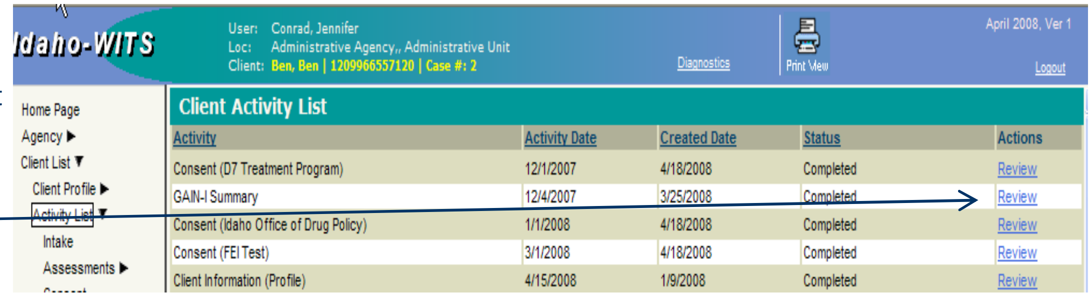
NOTE: The GAIN-Q is now a consentable object.



Viewing the GRRS

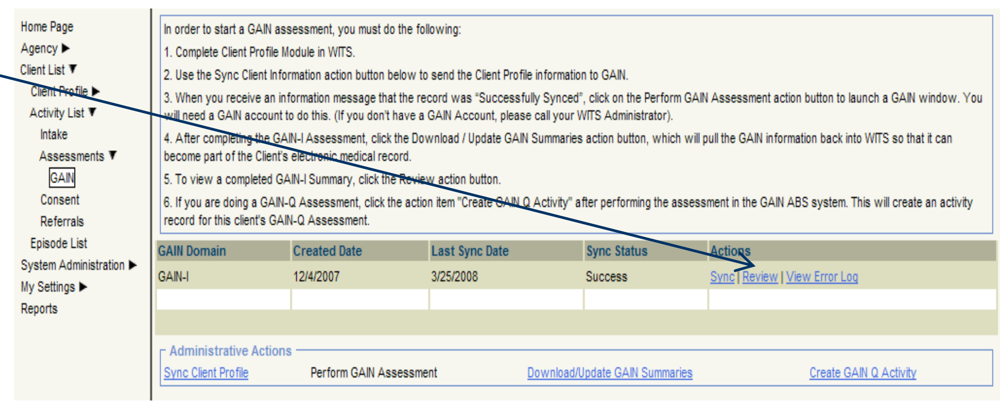
If you have downloaded the GRRS (GAIN-I Summary) using the GAIN Administration Screen, you will be able to view the GRRS report and print it from WITS.

1. From the Client Activity List, click **Review** for the GAIN-I Summary activity.



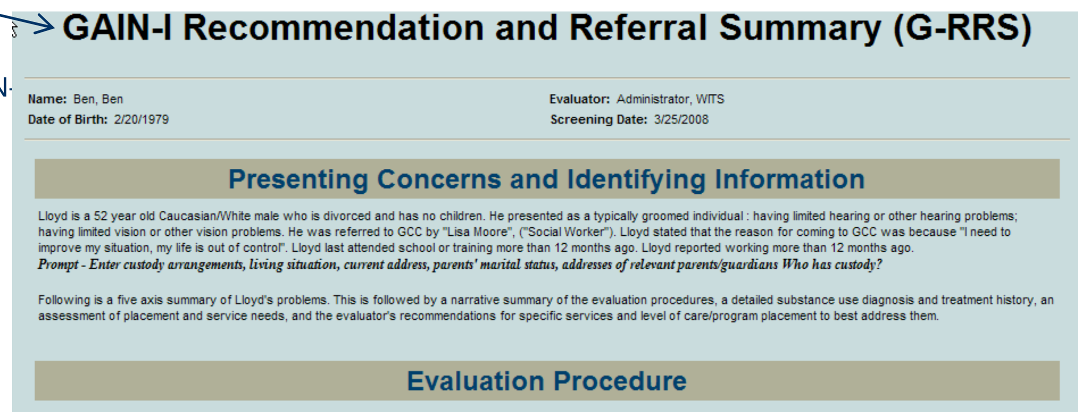
2. This will bring you to the GAIN Administration Screen. Find the GAIN-I and click **Review.**

Note: It is critical to have "pop-ups" turned off, and it is helpful to ***hold down the CTRL key while bringing up a report in WITS.***



3. This will bring up a new browser window with the GRRS summary. To print, click on the browser's print icon. You can close the new browser window without affecting your current session of WITS.

4. Both the GAIN-I Summary (GRRS) and GAIN-Q activity can be consented and referred within WITS.


GAIN-I Recommendation and Referral Summary (G-RRS)

Name: Ben, Ben **Evaluator:** Administrator, WITS
Date of Birth: 2/20/1979 **Screening Date:** 3/25/2008

Presenting Concerns and Identifying Information

Lloyd is a 52 year old Caucasian/White male who is divorced and has no children. He presented as a typically groomed individual : having limited hearing or other hearing problems; having limited vision or other vision problems. He was referred to GCC by "Lisa Moore", ("Social Worker"). Lloyd stated that the reason for coming to GCC was because "I need to improve my situation, my life is out of control". Lloyd last attended school or training more than 12 months ago. Lloyd reported working more than 12 months ago.
Prompt - Enter custody arrangements, living situation, current address, parents' marital status, addresses of relevant parents/guardians Who has custody?

Following is a five axis summary of Lloyd's problems. This is followed by a narrative summary of the evaluation procedures, a detailed substance use diagnosis and treatment history, an assessment of placement and service needs, and the evaluator's recommendations for specific services and level of care/program placement to best address them.

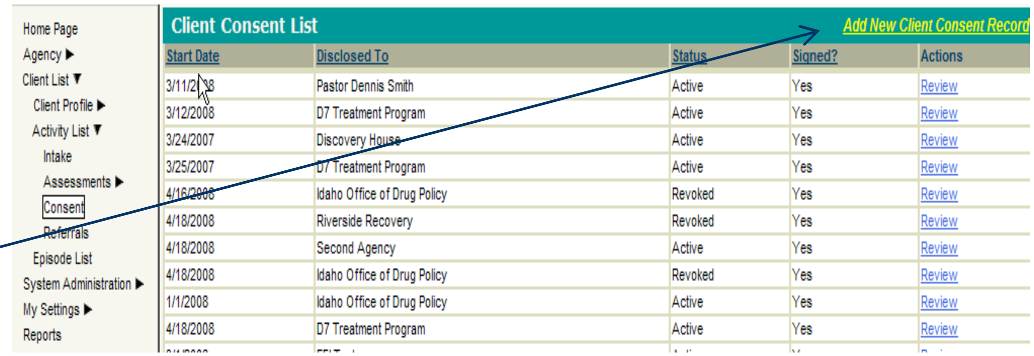
Evaluation Procedure

As part of Lloyd's evaluation, the Global Appraisal of Individual Needs (GAIN) was orally administered by others, done with pen and paper. The evaluator reported that other people were

Consent and Referral

Consents

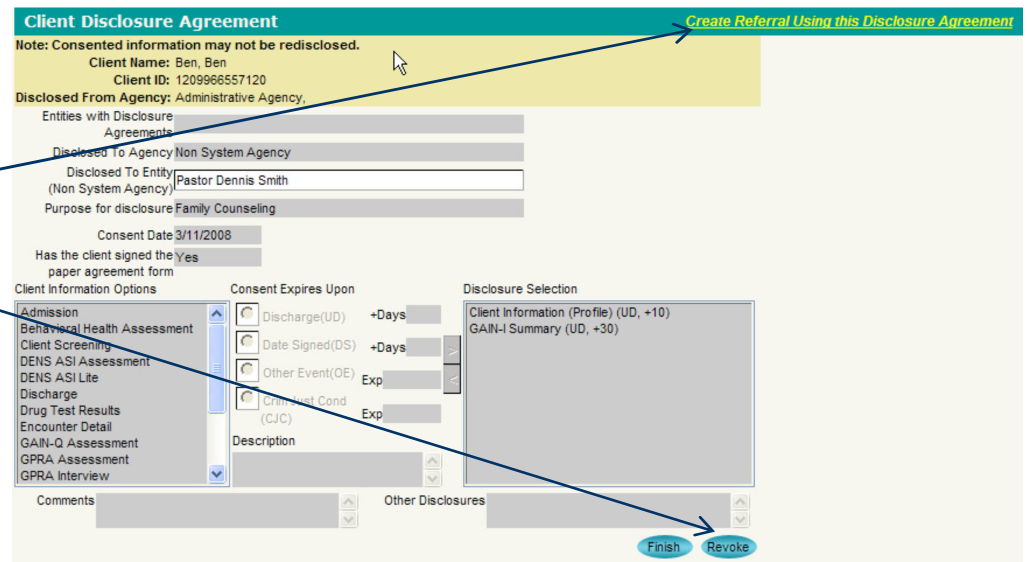
1. Click on the **Consent** menu item. This will display a list of all consents made for the client. Click **Review** to review any consent.



2. If you wish to add a new consent, click **Add New Client Consent Record** on the Client Consent List.

3. If you are viewing a current consent, you'll notice that once the consent has been created, it is read only.

4. From an existing Consent, you can create a referral, or you can revoke the consent.



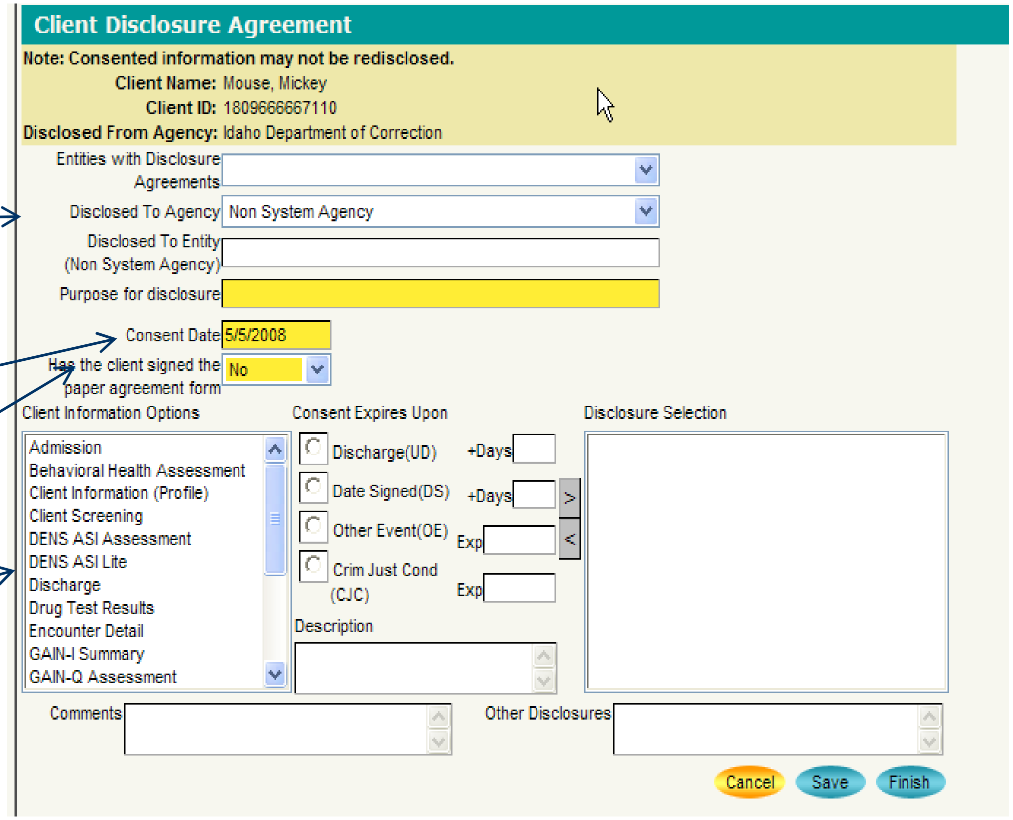
Consent and Referral

Creating New Consents

1. Enter information on the Client Disclosure agreement.

- You can consent to any agency within WITS, or to a non-system agency.
  Note: While a non-system (non-WITS) agency cannot view the consent in WITS, you can still store the consent record in WITS as a part of the client's electronic health record.
- The consent date is critical as it drives the date of information available.
- You must also indicate whether or not the client has signed your paper consent form. If you answer no, the information will not be available to the agency to which you are referring the client.
- For each "Client Information Option" or domain that will be consented, you will need to indicate an expiration. The expiration can be based upon discharge date, date signed, or other event. A template has been created by the state for most general consent needs.

Note: ***Because the client must sign a paper consent form, it is imperative that you maintain a system for filing consent forms as you do today. The client's signature cannot be captured or stored in WITS.***



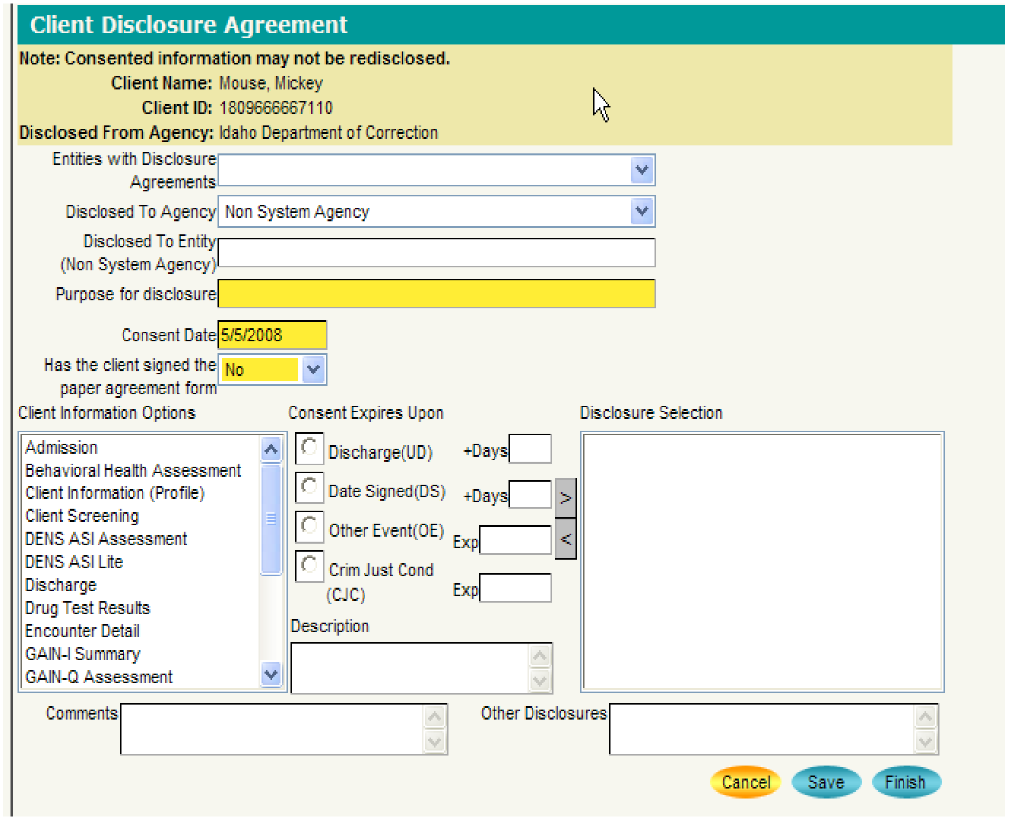
Creating New Consents

2. Begin by entering the information about the agency to which the consent will be made. This can be an agency in WITS, or a non-system agency.
   Note: If you are disclosing to a non-system agency, you must type the name into the "Disclosed to Agency (Non-System Agency) box.

3. The consent date indicates the beginning of the consent window. It defaults to today's date, but can be changed if the client is consenting information from a prior period.
   Note: If the consent is for today's date, any activity done yesterday will not be included in the scope of the consent.

4. You must indicate whether the client has signed a paper consent form.
   - WITS includes a copy of the Idaho Criminal Justice consent form, which will be pre-filled with information from the consent you save.
   - If you will be printing the criminal justice consent form from WITS, OR if the client has not yet signed the form, you must answer "No".
   - Once you obtain the client's signature, you should change the "Has the client signed the paper agreement form" to "Yes".

   Note: You must file the signed paper copy in your office.



Creating New Consents

5. Before you can save the record or print a pre-filled form, you must indicate the consented domains and expiration dates.

6. Use the Client Information Options box to select items to consent.
   - Consents must expire upon a certain date or condition. Use the radio button to indicate an expiration condition, and fill in either a date or number of days for the expiration date.
   - Use the right-facing arrows to move the Consented Items over to the Disclosure Section.

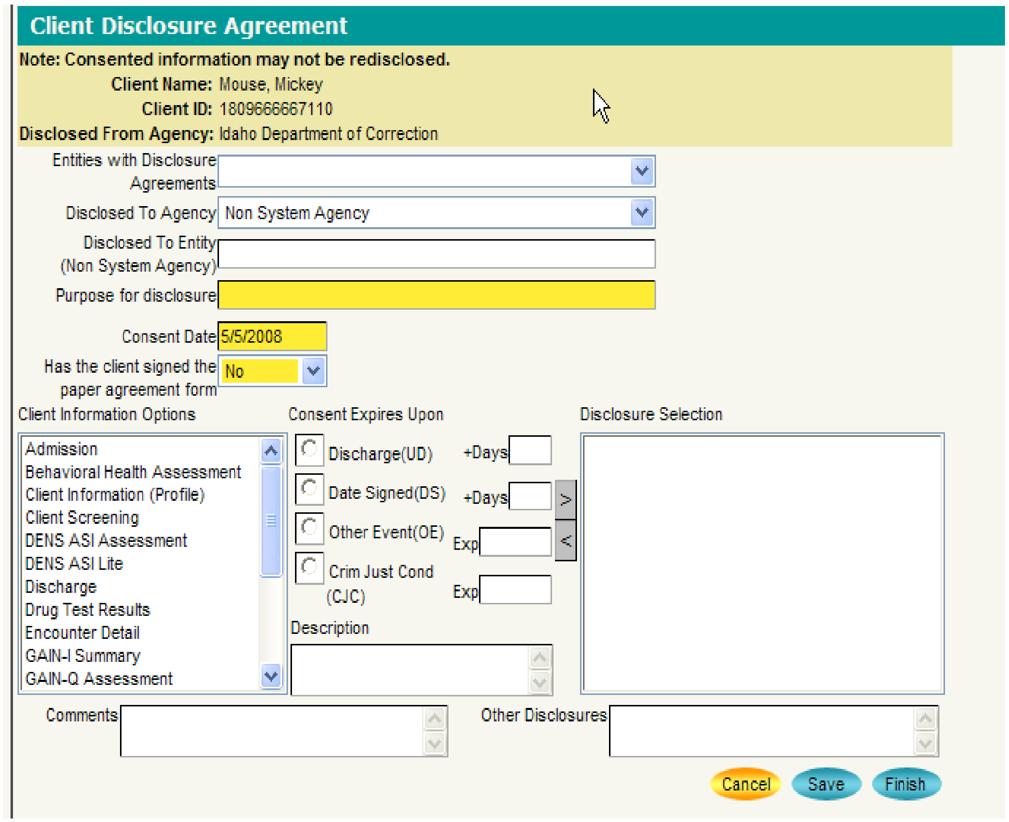
   Note: Your Agency Administrator has the ability to set up default Client Information Options.

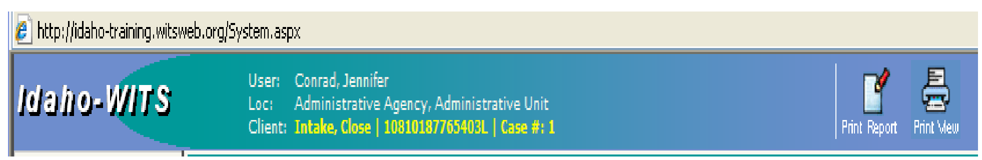
7. Once you are finished, click **Save**.

8. To print the pre-filled Idaho Criminal Justice consent form, click on the “Print Report” button on the top bar, while holding the CTRL key.

9. Once you obtain the client’s signature, you should change the “Has the client signed the paper agreement form” to “Yes”. If you do not change the answer, no information will be disclosed to the other Agency.

10. Once you have indicated the client’s signature and click “SAVE”, the consent becomes read only. It can be revoked by the client, but cannot be changed.





Consent and Referral

Creating Referrals

.

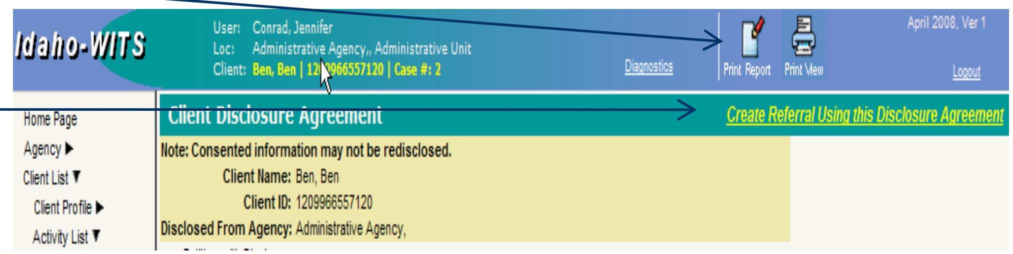
1. You may create a referral by clicking on **Create Referral Using this Disclosure Agreement.**

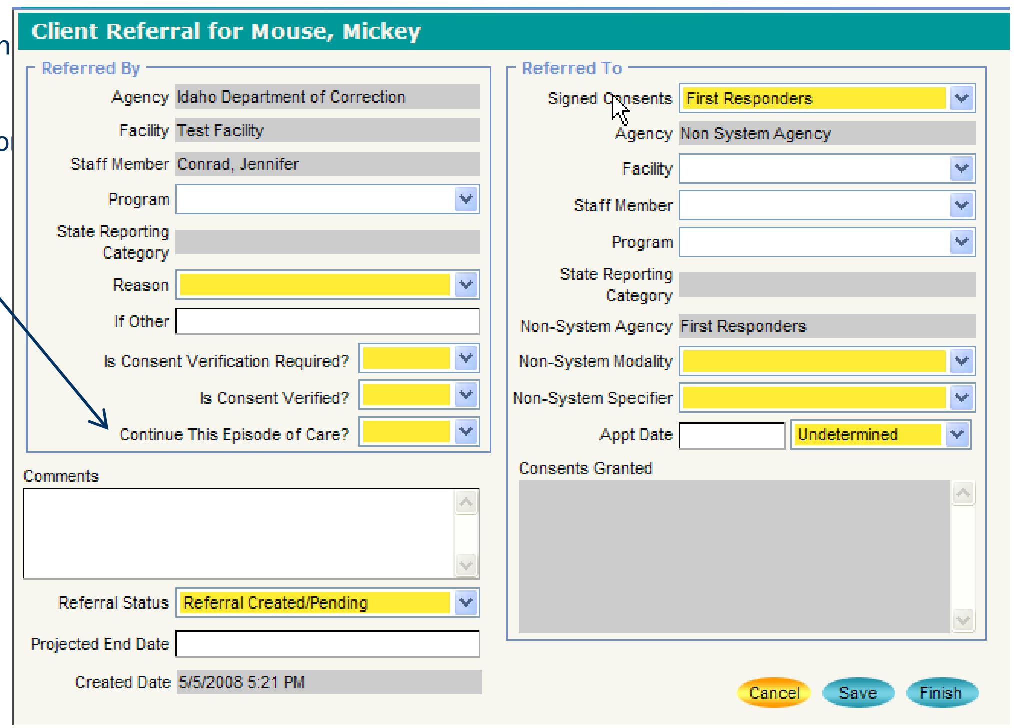
2. Complete required fields on the Client Referral.

   Note: For “Continue this Episode of Care”, you should answer “No.”

3. Click **Save or Finish.** The referred-to agency will know about the referral as they will have an alert on their home page.

4. The Referral will become read only once the save or finish button has been clicked.





Viewing Referrals (Referring Agency)

.

You may view any consents or referrals you have made, to see the status or other information.

1. To view the Consents or Referrals for a particular client, when you are in the context of the client, click on Consent or Referral under Activity List in the left hand menu.

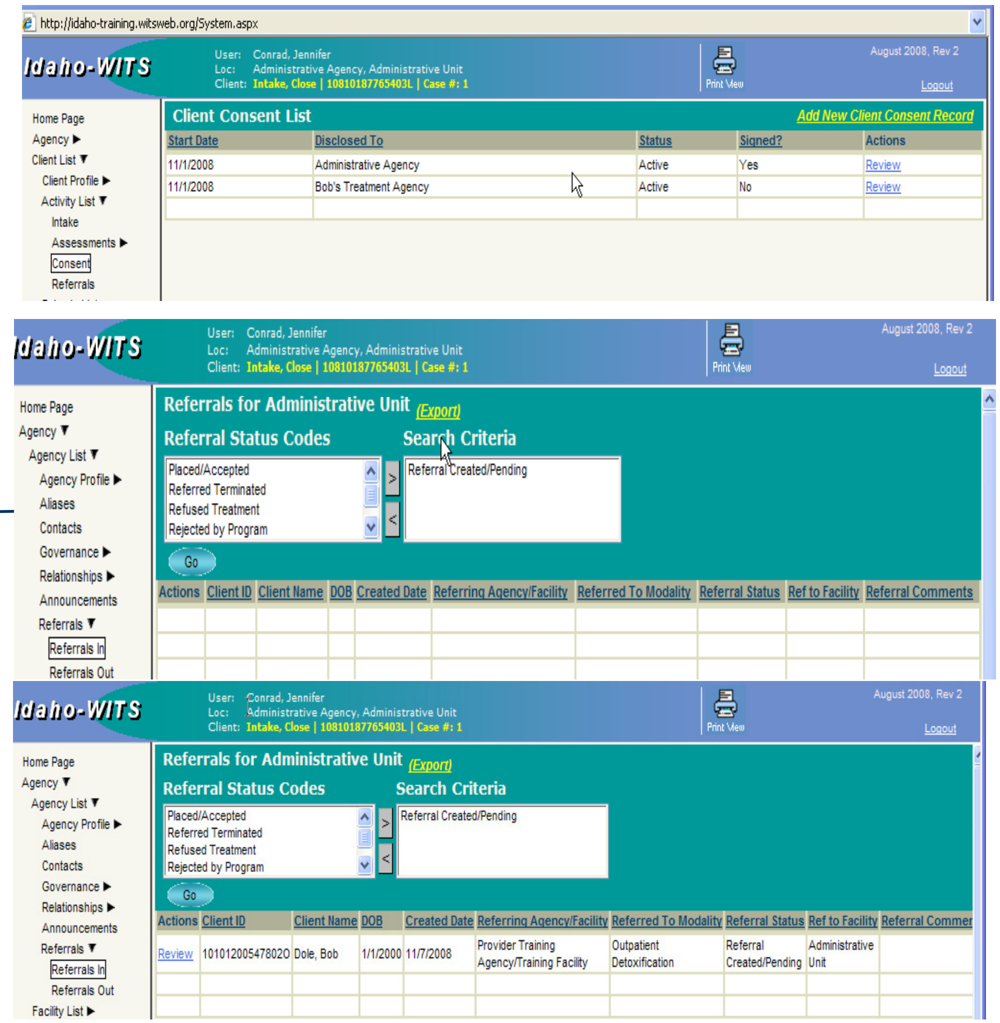
2. To see all Referrals made by your agency, go to Agency, then click on Referrals, then on Referrals Out.

3. Use the mover box to narrow your search by status of referral.

4. Click Go.

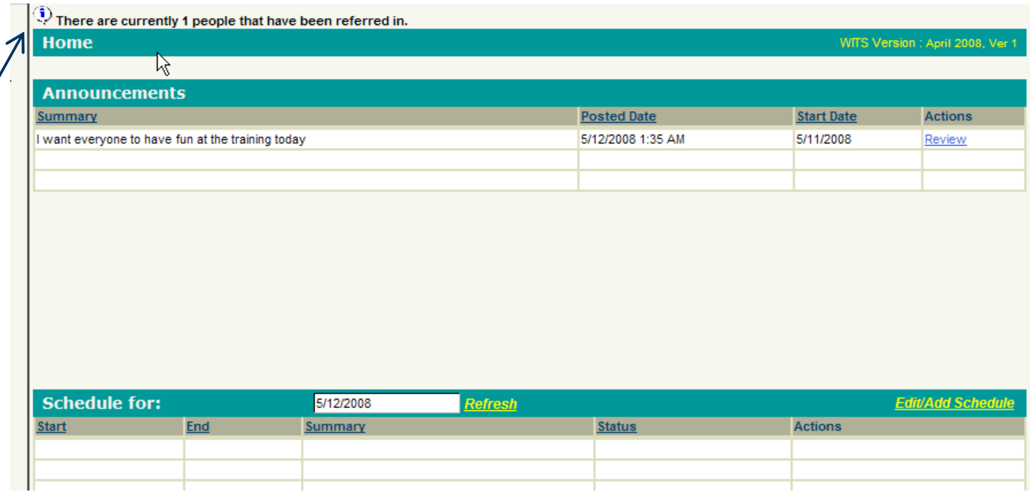
5. You can view a list of all referrals out and know which agencies have accepted them.

   Note: Like other lists in WITS, you can sort the list by clicking on the column headers.

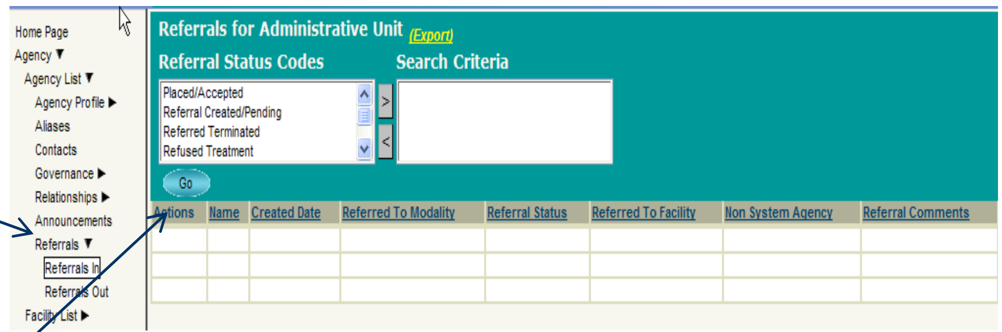


Accepting Referrals

1. When you log into the system, you are directed to your home page. This tells you how many clients have been referred into your agency.



2. To find clients that have been referred into the agency, go to **Agency -> Referrals -> Referrals In** on the left hand menu.



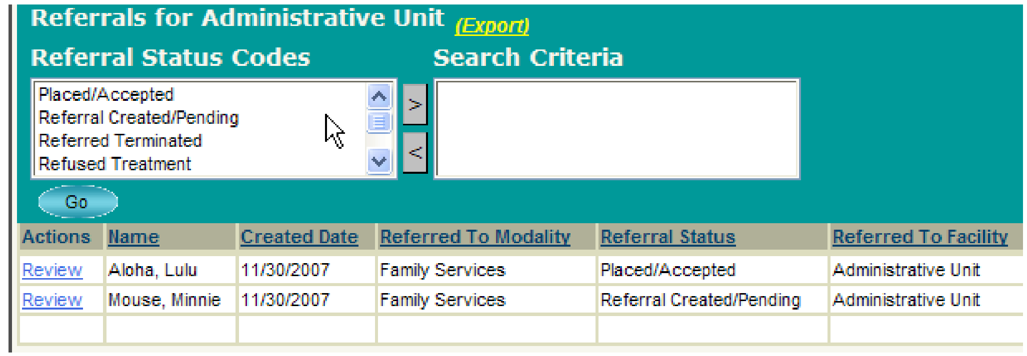
3. Use the Search criteria to search for referrals in. You can narrow the search by Referral Status Codes (using the right pointing arrow to move them to the Search Criteria box) or you can search for all referrals in by clicking **Go**.

Consent and Referral

Accepting Referrals

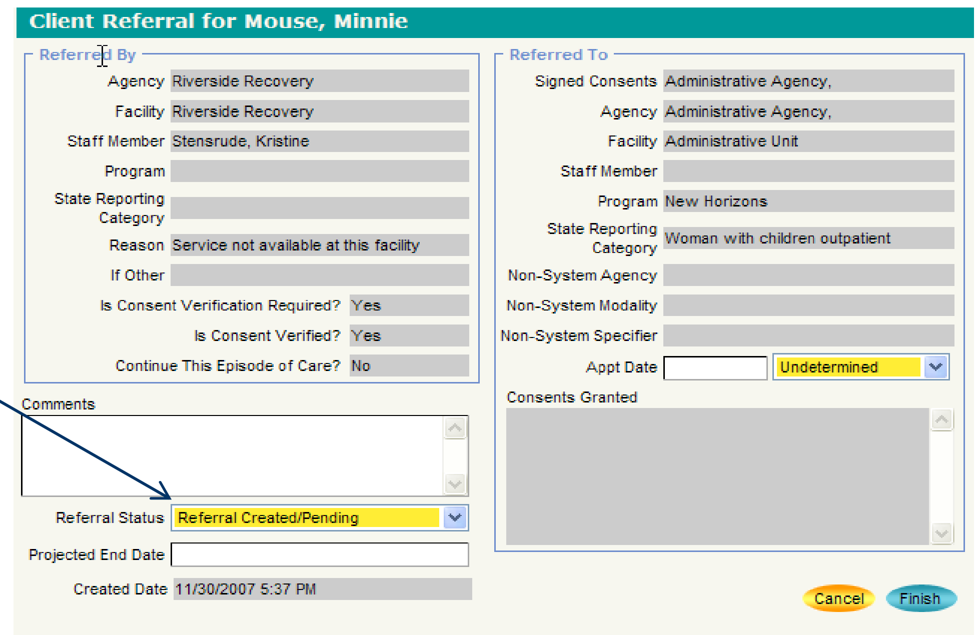
4. Once you click **Go**, the system returns all appropriate items.

5. Click on **Review** to view the referral you wish to see.



6. Referrals are always sent with a Referral Status of “Referral Created/Pending”. It is up to your agency to change the status, either rejecting the referral or accepting it by choosing the status of “Placed/Accepted”. Click **Finish.**

Note: All other information for this referral is read-only.



Consent and Referral

Accepting a Referral

1. Once you accept the referral, you will be taken to the client profile screen for that client. This is a direct copy of the client profile information in the Referred-from Agency.

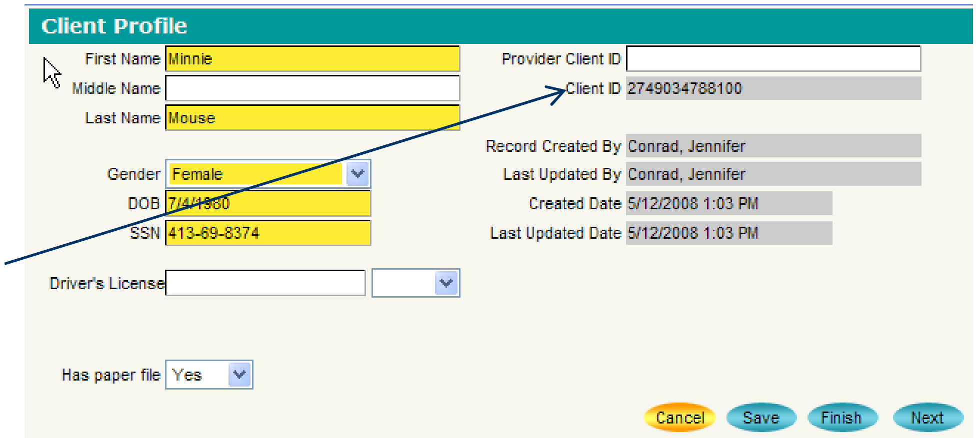
2. You may update the client profile if necessary.

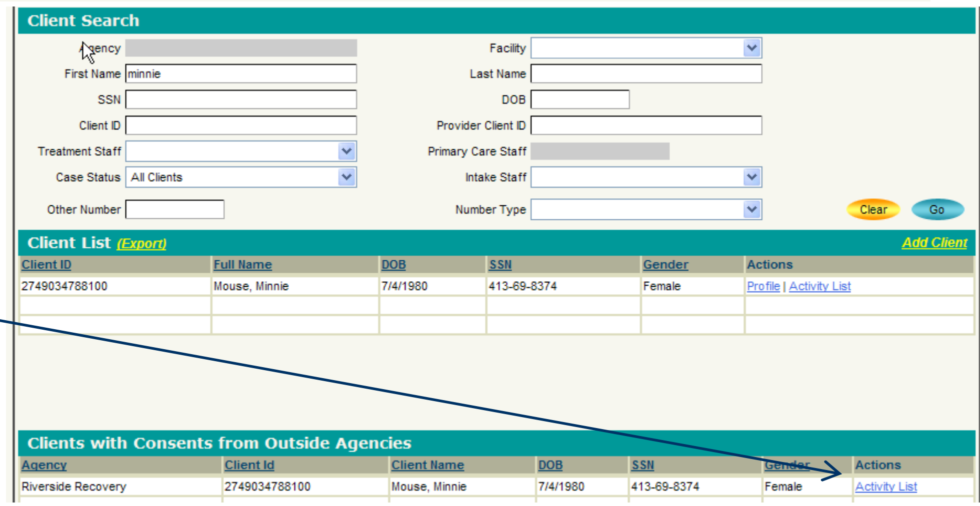
3. Note that the Unique Client ID will be carried over from the first agency. It is not recreated and remains the primary method for linking clients across all agencies in the State.

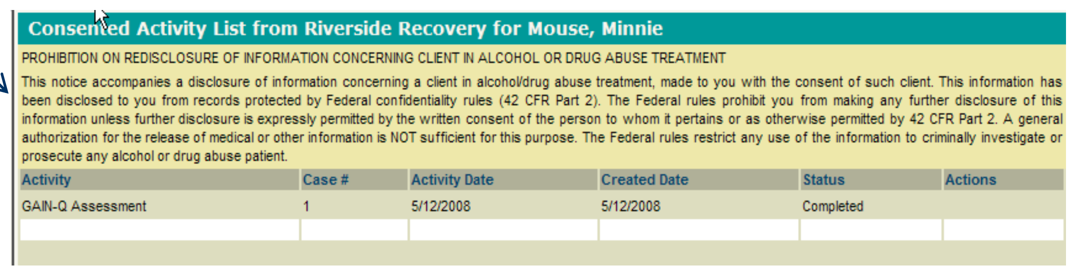
4. If you wish to view the activities that have been consented to you for this particular client, you must query on the client in the client search screen. Go back to the client list screen, and query on the client name or other identifier.

5. This will give you a list of all consents from outside agencies for this particular client. You may click on the **Activity List** for the consent you wish to view, to see the consented activities associated with that particular consent.

6. Note that you cannot re-consent the activities to another agency. You must perform activities in your own agency, get client consents and refer them to other agencies.







Final Information

Closing a Case

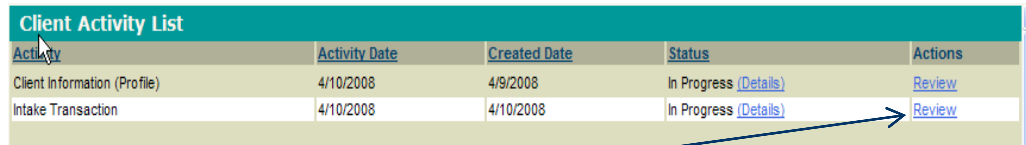
Normally, cases are closed as individuals are discharged from treatment modalities. This feeds into TEDS reporting for many states using WITS. However, since Idaho is not currently using Admission and Discharge Screens, it will be important to close close open Intakes. This will allow a new intake when the client re-enters the system at a later date.

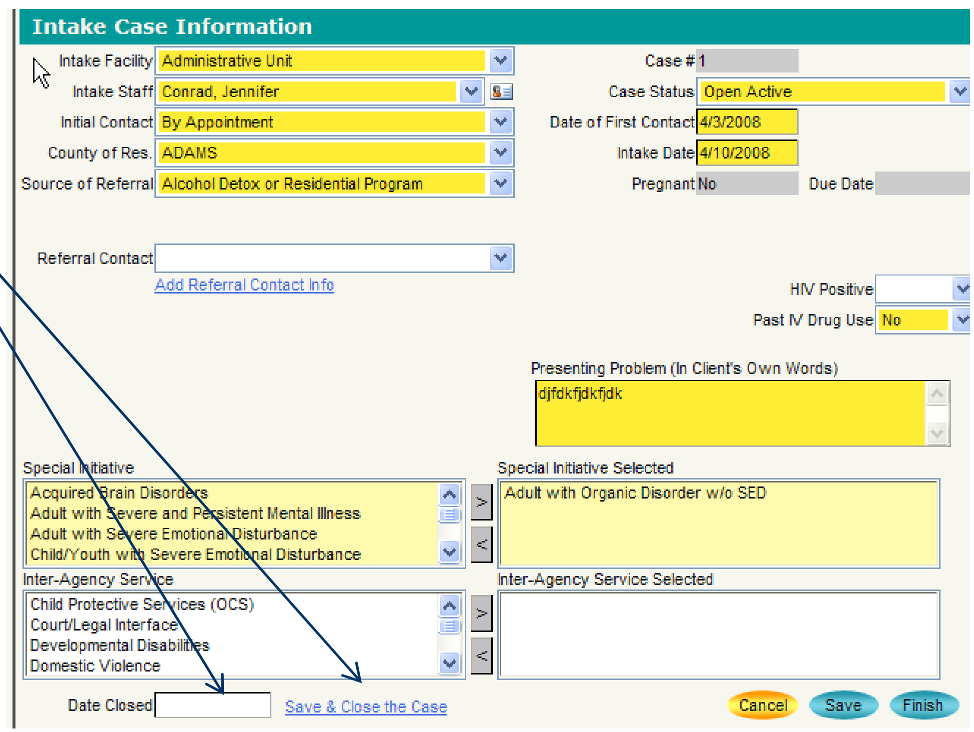
1. To close an open Episode of Care (Intake), click on **Review** for the intake from the Client Activity List.

   Note: The client profile and intake must be completed to close the intake.

2. On the Intake Screen, enter a date in Date Closed. Click on **Save and Close this Case**.

3. The intake will become read only. Click **Finish** to exit the screen.





Final Information

Closing a Case

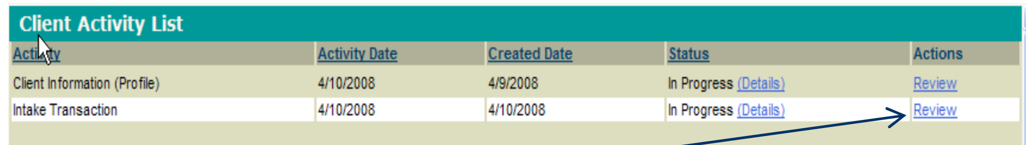
Normally, cases are closed as individuals are discharged from treatment modalities. This feeds into TEDS reporting for many states using WITS. However, since Idaho is not currently using Admission and Discharge Screens, it will be important to close close open Intakes. This will allow a new intake when the client re-enters the system at a later date.

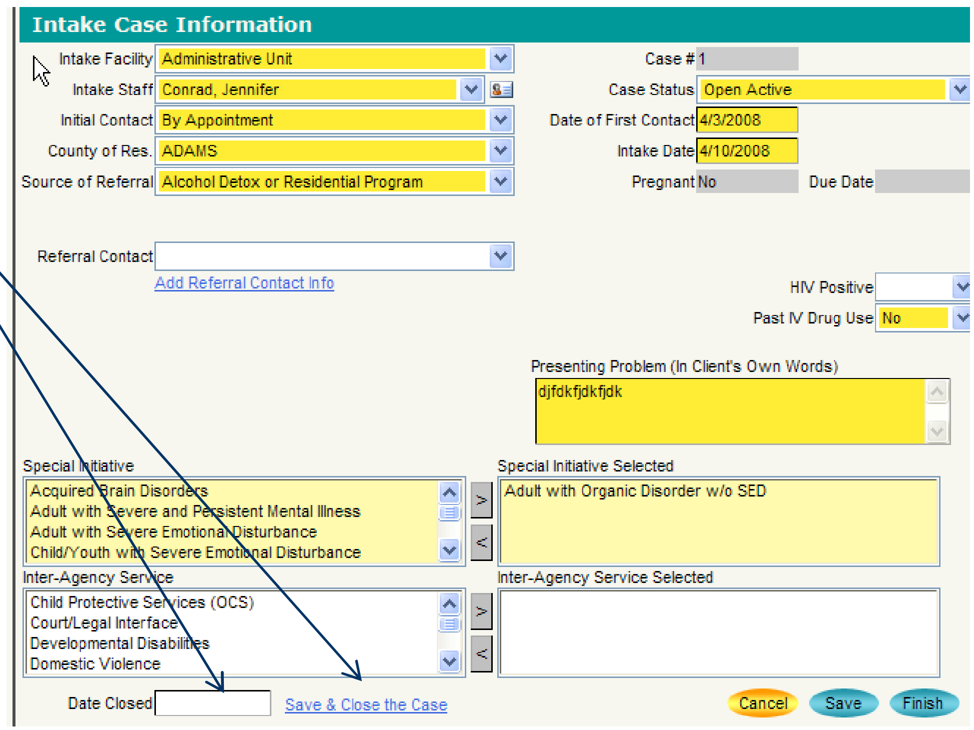
1. To close an open Episode of Care (Intake), click on **Review** for the intake from the Client Activity List.

   Note: The client profile and intake must be completed to close the intake.

2. On the Intake Screen, enter a date in Date Closed. Click on **Save and Close this Case**.

3. The intake will become read only. Click **Finish** to exit the screen.





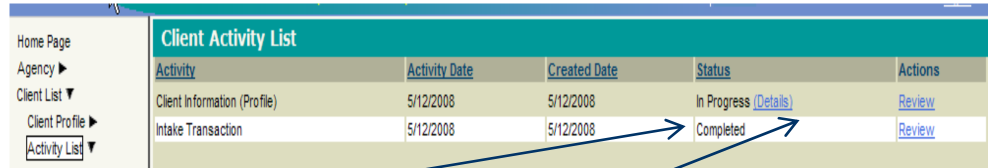
Final Notes

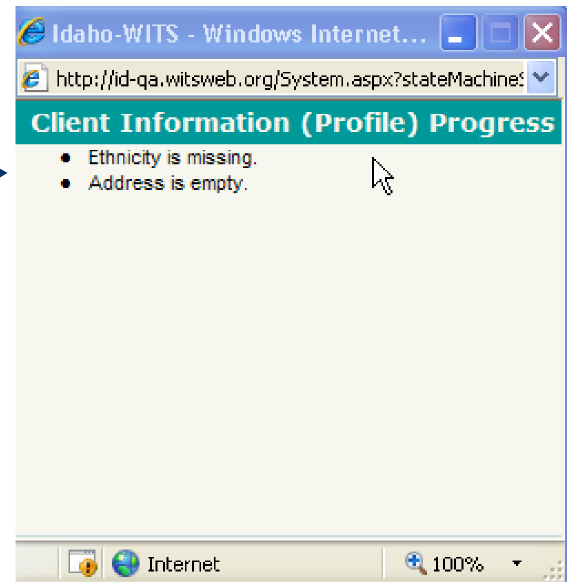
Client Activity List

1. The Client Activity list is a great source of information as the Agency begins to work with clients. From this, you can find activities that have been performed, their dates, and details associated with them.

2. Another key item to note is that some activities are “Completed”. This means that all fields in light yellow have been completed.

3. Activities which say “In Progress” indicate that light yellow fields have not all been completed. These are usually associated with State or TEDS/NOMs reporting. By clicking on the **Details** action link, you will get a small window showing you the items that must be completed.





Final Notes

Reports

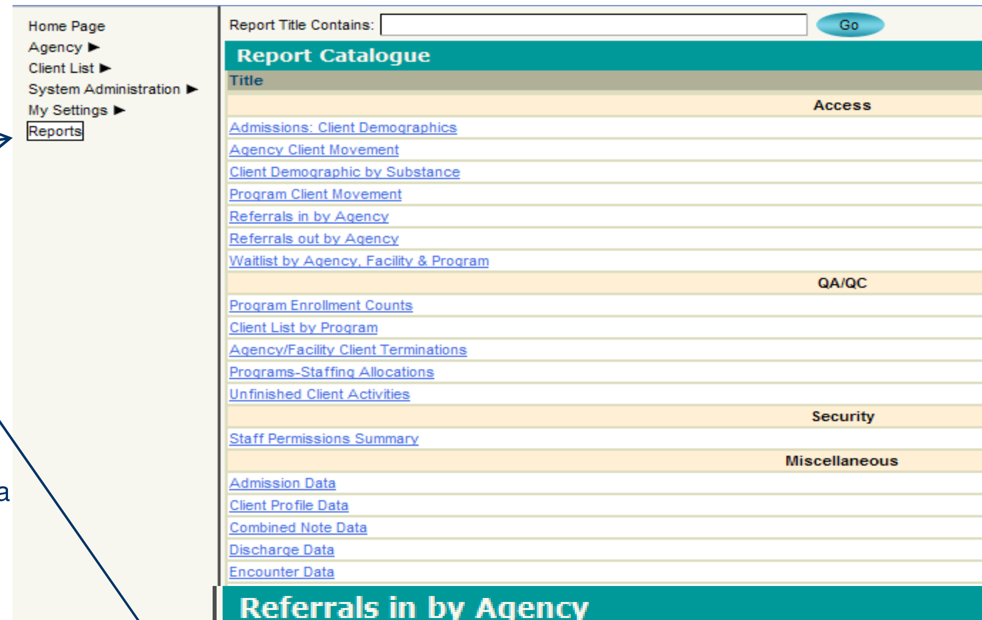
1. From the left hand menu, choose Reports.

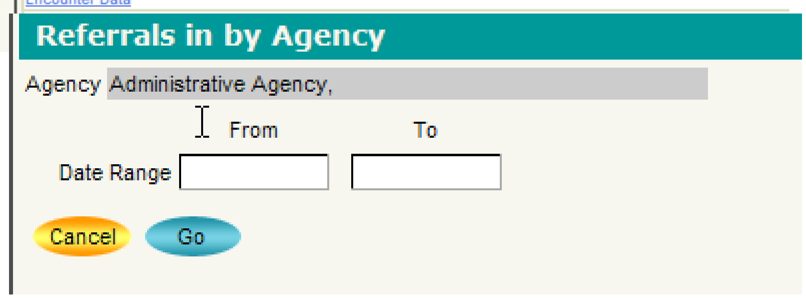
2. Choose the report you would like to run.

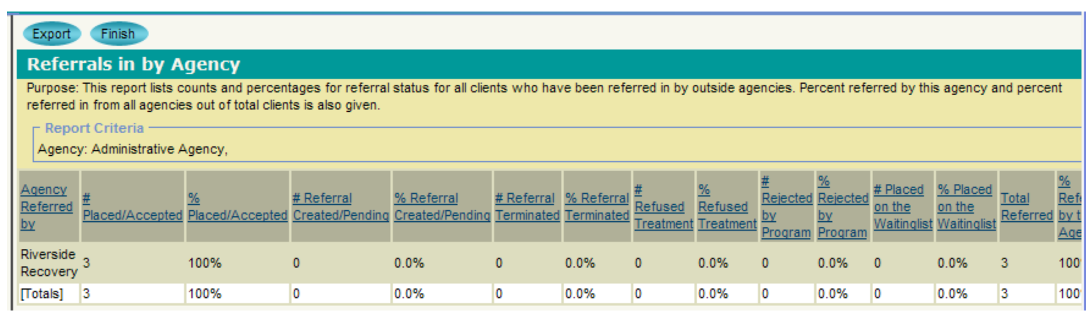
3. Enter the report criteria, and click **Go**.

4. Once the report returns, WITS gives you the option to export the report, print, or finish.

Note: Not all reports will be useful at this time with Idaho's limited scope. However, there are a few that show referrals as well as client profile information.







How To Get Help

•To obtain a Production login (for live clients), please contact Don Corbridge at Corbridd@dhw.idaho.gov or call 208-332-7231. You will be sent an Access Form, and your account will be created once you complete the form and return it to Don.

•For issues with the GAIN-ABS system, contact abssupport@chestnut.org or 309-451-7700.

•For issues with WITS, contact either your Agency Administrator (larger Provider Agencies) or Don Corbridge at Corbridd@dhw.idaho.gov or call 208-332-7231.

•For question about administering the GAIN instruments: http://training.gainabs.org/